

**CLASS SPECIFICATION**  
**Capital Projects Division Manager**  
**(At-Will Employment)**

**GENERAL PURPOSE**

Under policy direction, plans, organizes, directs, manages, oversees and integrates the operations and staff of the Capital Projects division; provides expert professional advice and assistance to City officials and management staff in areas of expertise, including engineering plan review and capital improvement planning, design and implementation; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for planning, directing, managing and integrating the operations of the Capital Projects division within the Public Works department, providing a wide variety of functions and programs related to engineering plan review and capital projects planning and implementation. The incumbent exercises significant authority and independence in implementing a broad range of professional and technical engineering services and programs in coordination with other City executives and managers. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Capital Projects division; with subordinate managers and supervisors, participates in establishing operational plans and initiatives to meet division goals and objectives; implements division plans, work programs, processes, procedures and policies required to achieve overall division performance results; coordinates and integrates division functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against annual division budgets.
2. Participates with other managers in establishing strategic plans for the Public Works department; sets overall management and policy goals and objectives for multiple divisions; coordinates division program and policy issues with managers of other divisions and departments and/or on a City-wide basis.
3. Plans and evaluates the performance of managers, supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
4. Manages and oversees multiple City-wide capital projects utilizing in-house staff, consulting engineering firms and construction contractors; plans and manages all aspects of capital project

design, development and implementation including technical research/analysis, funding and cost analyses, scheduling, public involvement, project budgeting, project performance and results; obtains all necessary regulatory approvals and permits to implement projects; prepares and reviews cost estimates; reviews and approves project scopes, schedules and budgets and recommends adjustments as needed to expedite projects and ensure reasonableness; reviews comments on project plans, specifications and estimates for conformance with project requirements and budgets; reviews drawings and specifications for compliance with City standards; ensures project compliance with federal, state and local laws, regulations and policies.

5. Manages and oversees advertisements and bidding processes for capital works construction projects; reviews and recommends approval of addenda; reviews and ensures completeness and accuracy of specifications and bid documents; ensures documents are submitted and projects are bid in a timely manner.
6. Provides day-to-day leadership and works with managers, supervisors and staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
7. With other members of the executive management team, participates in the development and implementation of public works strategic and business plans, goals and objectives; leads and directs division staff in the development and application of new processes and technologies to achieve higher efficiency, productivity and customer service in division work processes.
8. Directs, manages, organizes and integrates Capital Projects division operations, activities and programs in compliance with accepted federal, state and local standards and regulations governing engineering plan review and capital projects design, implementation and administration; evaluates and monitors division work capacity and the quality of division work products.
9. Represents the City with other public and governmental agencies, community and business organizations, citizens, the media and the public; promotes communication and understanding of City capital projects operations, policies and goals by attending and participating in various meetings, committees and task forces, internally and in the public arena; delivers presentations and prepares reports summaries for City Council meetings; responds to and provides information to external agencies and citizens as required; participates and provides review and recommendations for Developer Project Design Review Committees and Planning Commission meetings.
10. Reviews and recommends approval on a variety of capital projects documents, including contracts, staff reports, project plans and specifications, agreements, conveyance of easements, acquisition of rights-of-way, publications and briefings; approves federal, state and local grant funding applications and directs the administration of grant funds.
11. Directs and participates in the preparation of a variety of studies and reports related to current and long-range capital projects goals and develops recommendations to meet these goals; plans and directs project management activities for a variety of capital improvement projects.
12. Coordinates and participates in the selection of consultants for division projects; oversees and coordinates the work of consultants engaged in capital projects; works with contractors, engineers, developers and others to resolve conflicts and facilitate solutions.
13. Ensures adequate division staff coverage and approves staff leave requests; reviews and approves timesheets to ensure correct time and project reporting; identifies and recommends approval of

training classes for division staff; meets with staff to discuss and resolve outstanding issues; conducts regular division staff meetings.

14. Researches and assembles information from a variety of sources for the preparation of division records and reports; supervises and ensures the maintenance of the maintenance of division records.
15. Monitors professional and emerging technology developments in areas of responsibility and evaluates applicability to City processes; analyzes proposed state and federal law, regulations, legislation and court decisions for their impact on City practices and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the City's needs and requirements in assigned areas of responsibility, recommends appropriate actions and implements programs.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of civil engineering, engineering plan review, construction inspection, capital projects and project management as they apply to a public agency.
2. Principles and practices of municipal public works administration, planning and design.
3. Methods, materials and techniques for the design and construction of public works projects.
4. Theory, principles, practices and techniques of automated mapping and geographic information systems.
5. Federal, state and local laws, regulations and technical requirements applicable to assigned areas of responsibility.
6. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
7. Research methods and analysis techniques.
8. Safety principles, requirements and procedures pertaining to division work practices.
9. Principles and practices of sound business communication.
10. Principles and practices of effective management and supervision.
11. City human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Plan, direct, manage, coordinate and integrate the work of multiple divisions providing engineering plan review, construction inspection and capital projects services.
2. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.

4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with all levels of City management, the City Council and Planning Commission, other governmental officials, consultants, vendors, developers, contractors, employees, the public, the media and others encountered in the course of work.

**Education, Training and Experience:**

A bachelor's degree with a major in civil engineering or a closely related field. A minimum of eight years of professional public works experience; at least four of which was in a supervisory or project management capacity.

**Licenses; Certificates; Special Requirements:**

A current and valid certification as a Professional Civil Engineer by the State of California.

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of City management, the City Council and Planning Commission, other governmental officials, consultants, vendors, developers, contractors, employees, the public, the media and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.