



Job Description

Classification Title	CIP Manager
Job Code	
FLSA Status	Exempt
Pay Grade	230
Date Revised:	07/25/2023

GENERAL SUMMARY

The Capital Improvement Project Manager is responsible for planning, organizing, and overseeing capital improvement projects within the organization. This position plays a pivotal role in the successful execution of projects aimed at enhancing and expanding infrastructure, facilities, and assets. The Capital Improvement Project Manager ensures projects are delivered on time, within budget, and meet quality standards.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Lead the planning and development of capital improvement projects, collaborating with stakeholders to define project scope, objectives, and deliverables.
- Prepare comprehensive project plans, including schedules, budgets, resource allocation, and risk assessments.
- Manage all aspects of capital projects from initiation to completion, ensuring adherence to timelines, budgets, and quality standards.
- Coordinate with cross-functional teams, including engineers, architects, contractors, and regulatory authorities, to facilitate smooth project execution.
- Obtain necessary permits, licenses, and approvals required for capital improvement projects in compliance with relevant regulations and codes.
- Conduct feasibility studies and cost-benefit analyses to evaluate the viability and financial impact of proposed projects.
- Monitor project progress, identifying deviations, and implementing corrective actions to keep projects on track.
- Communicate project updates, milestones, and potential issues to stakeholders, team members, and senior management.
- Prepare and present project reports, including status updates, budgetary analyses, and risk assessments to executive leadership.

- Collaborate with procurement teams to source and procure materials, equipment, and services essential for project implementation.
- Implement robust project management practices, including change management, issue resolution, and lessons learned processes.
- Conduct post-project evaluations to assess project outcomes, capturing successes and identifying areas for improvement.
- Ensure compliance with safety protocols and regulations throughout all project phases, prioritizing the well-being of project teams and the public.
- Foster a culture of continuous improvement and innovation within the capital projects team.
- Prepare and review Requests for Proposals (RFPs) and bid documents for contractors, consultants, and vendors, ensuring a competitive and transparent selection process.
- Conduct contractor/vendor evaluations and make recommendations for awarding contracts based on qualifications, performance, and cost considerations.
- Monitor construction activities and progress, conducting regular site visits and inspections to ensure compliance with project specifications and quality standards.
- Facilitate meetings with project stakeholders, including design teams, contractors, and regulatory agencies, to address project-related issues and ensure alignment.
- Manage change orders and contract modifications, evaluating their impact on project timelines, budgets, and deliverables.
- Implement project tracking and reporting systems to monitor project metrics, progress, and performance indicators.
- Coordinate with utility companies and local authorities to address utility relocations and ensure proper coordination with ongoing capital projects.
- Establish and maintain effective communication channels with community members, providing updates and addressing concerns related to capital improvement projects.
- Conduct risk assessments for capital projects, developing risk management plans and implementing appropriate risk mitigation strategies.
- Ensure all project documentation, including plans, permits, contracts, and technical specifications, is properly maintained and archived.
- Collaborate with finance and accounting departments to track project expenditures and manage project budgets effectively.
- Coordinate project closeout activities, including final inspections, punch lists, and obtaining required certificates of occupancy or completion.
- Engage in continuous professional development, staying informed about industry trends, emerging technologies, and best practices in capital project management.
- Assist in the preparation of long-term capital improvement plans and budgets, contributing to the strategic planning process of the City of Maricopa.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's degree in Civil Engineering, Traffic Engineering, or closely related field.

- Seven (7) years of prior experience at a city or county level working in the field of traffic operations and management.
- Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

PREFERRED QUALIFICATIONS

- Experience in a municipal or government setting.

OTHER JOB REQUIREMENTS

- Registration as a Professional Engineer in the State of Arizona

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Capital improvement project planning, development, and management processes.
- Project management principles and best practices.
- Construction, engineering, and architectural principles relevant to capital projects.
- Relevant laws, regulations, and codes governing capital projects.
- Capital project financing and funding mechanisms, including bond issuances, grants, and public-private partnerships.
- Environmental sustainability and green building practices relevant to capital improvement projects.
- Building codes, zoning regulations, and permitting processes applicable to construction and renovation projects.
- Contract management principles, including negotiation, administration, and dispute resolution.
- Project management software and tools to streamline project planning, scheduling, and reporting.

Skill in:

- Leadership and team management, inspiring and motivating project teams to achieve project objectives.
- Developing detailed project plans and effectively managing project resources.
- Problem-solving and decision-making in complex project environments, identifying and resolving issues promptly.
- Excellent communication and interpersonal skills, fostering collaboration and effective communication among project stakeholders.
- Financial management and budgeting, ensuring projects are delivered within allocated resources.
- Stakeholder engagement and consensus-building, fostering productive relationships with diverse stakeholders.
- Conducting value engineering assessments to optimize project costs without compromising project quality.
- Applying best practices in risk management to identify, assess, and mitigate project risks effectively.
- Utilizing Building Information Modeling (BIM) and other relevant technology for efficient project planning and coordination.

- Conflict resolution and problem-solving, addressing project challenges and finding constructive solutions.

Ability to:

- Develop and present compelling business cases for capital improvement projects, securing necessary approvals and support from key decision-makers.
- Manage project scope and scope changes, ensuring project deliverables align with stakeholder expectations.
- Conduct post-project evaluations and lessons learned sessions to identify areas for improvement and implement process enhancements.
- Inspire and motivate project teams, fostering a positive work environment that encourages collaboration and excellence.
- Maintain composure and make informed decisions under pressure in dynamic project environments.
- Effectively communicate technical concepts to non-technical stakeholders, facilitating understanding and buy-in for project initiatives.
- Successfully manage multiple capital improvement projects concurrently, prioritizing tasks and resources effectively.
- Adapt to changing project requirements and address unforeseen challenges.
- Analyze project data and make data-driven decisions to optimize project outcomes.
- Collaborate effectively with cross-functional teams, promoting a culture of teamwork and cooperation.
- Ensure compliance with safety regulations and promote a strong safety culture.

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Exposures	Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious Waste	X		

Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

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

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received a copy of the job description for my position of CIP Manager.

I have reviewed this job description and I understand all my job duties and responsibilities.

I am able to perform the essential functions as outlined.

Employee's Name

Employee's Signature
Date