



Town of Oro Valley Classification Description

Title: CIP PROJECT MANAGER
Job Code: 3185
FLSA Status: Exempt

Department: Public Works
Salary Grade: 119

POSITION SUMMARY:

Provides high-level professional and technical project management services leading a multi-disciplinary team in the planning and implementation of capital improvement project(s) from inception through completion of construction.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, coordinates, directs, and administers contracts for the design and construction of Capital Improvement Projects in the Town.
- Develops a project's scope of work and schedules for design and construction.
- Leads and supervises the construction administration supervisors and inspectors and manages the work of design and construction, providing technical expertise, guidance, and leadership for project completion of capital improvement projects.
- Resolves highly technical and varied project issues by analysis, review with stakeholders and developing and evaluating alternatives.
- Manages the scope, schedule, and budget of Capital Improvement Projects, including financial accountability for expenditures, procurement and budget creation and adherence.
- Responsible for obtaining all necessary permits from all applicable jurisdictional entities involved.
- Resolves procedural, operational, and other work-related design or construction problems, scheduling conflicts, or contract disagreements by meeting with staff, impacted agencies, contractors, consultants, developers, architects, and other project stakeholders.
- Provides professional advice and collaborative relationships with Town departments.
- Provides plan and specification review and clarification.
- Reviews and evaluates the work of technical consultants and contractors including design, calculations, utility coordination, inspections, testing and problem resolution.
- Determines land rights, bid packages and specifications, recommending contract awards, processing submittals, progress payments and change orders.
- Prepares, presents, and recommends technical reports, project presentations and Council reports to management, Council, Boards and Commissions.
- Conducts meetings with residents, owners, developers, architects, engineers, utility companies and partnering agencies relating to design expectations and engineering requirements for Capital Improvement Projects.

- Communicates with the general public, local and other governmental officials, other Town employees, management, and contractors to provide information and direction in the coordination of project design and construction.
- Provides customer service by responding to various concerns and complaints from residents and local business owners.
- Works with an assigned agent for all right-of-way and easement acquisitions.
- Regular and reliable attendance; works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations and procedures, including Federal and State regulations and principles and practices of civil engineering, and the methods and techniques used in design and construction of capital improvement projects.
- Knowledge of Public Works planning and principles; management techniques.
- Knowledge of alternative project delivery including On-Call Design, Job Order Contracting (JOC), Construction Manager at-Risk (CMAR) and Design Build (DB).
- Skill using computer software applications, including Microsoft Office products.
- Ability to manage large, complex and multi-disciplinary projects.
- Ability to understand business implications of decisions, complex engineering, and construction issues.
- Ability to refine project scopes to work within established budgets; develop and implement value engineering and cost saving measures at a project level to achieve overall project goals and objectives.
- Ability to understand, interpret, and review plans, schematic drawings, technical reports, and construction documents to ensure compliance with specifications and other requirements.
- Ability to utilize Town financial reporting and project scheduling to prepare, monitor and update Capital Improvement project budgets.
- Ability to effectively communicate verbally and in writing and to prepare and present clear and concise reports and presentations to Town Boards and Commissions, Town Council, citizens, public agencies, and private entities.
- Ability to observe, review and check the work of contractors to ensure conformance to standards and local, state, and federal agencies.
- Ability to establish and maintain effective working relationships with staff, other Town departments, and the general public.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in Civil Engineering, Environmental Engineering, Architecture or Construction Management, or related field.

- Five years professional level public or private parks, recreation, or landscape infrastructure project management experience and a minimum of two years responsible management experience.
- An equivalent combination of education and job-related experience may substitute for the educational requirement.
- An Arizona Driver license.

PREFERRED:

- Professional Engineering, Professional Architectural or Contractors License in good standing in the State of Arizona, or the ability to obtain reciprocity within one year.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is generally performed in an indoor environment, although periods of outdoor activity will be required to include regular on-site project oversight.