Job Description

Job Title:	Capital Improvement Project Manager	Classification:	Classified
Department:	Public Works	Grade:	320
Occupational Group:	Engineering	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; oversees capital improvement projects and ensures the timely completion of projects identified in the Capital Improvement Program.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Coordinates, develops, manages, and administers engineering design and construction oversight for Capital Improvement projects.
2. Solves problems ranging from budgetary, utility conflicts, right of way conflicts, easement acquisitions, design challenges, construction issues, etc. through research, analysis of City policies, consideration of alternatives in order to progress Capital Improvement projects as planned.
3. Acts as a liaison between departments, consultants, contractors, project stakeholders, and City administration to ensure projects meet desired outcomes.
4. Completes established processes for the selection of consultant services for design, right-of-way, appraisals, construction inspection and testing services for City projects.
5. Monitors project bidding procedures and reviews contract pay requests.
6. Coordinates among contractors, consultants, and in-house staff to ensure issues and conflicts on CIP projects are resolved in a timely manner.
7. Oversees change order administration throughout the life of the project and project closeout services at the end of the project.
8. Provides coordination for various activities of Capital Improvement projects including engineering design, right-of-way, easement acquisitions, construction administration, and interaction with property owners and the general public.
9. Oversees Capital Improvement Program (CIP) budget as well as individual project budgets to ensure project completion.
10. Coordinates public meetings to present information to project stakeholders as well as the general public; develops and presents information orally and in writing to City Council, boards, and commissions, as needed.
11. Directs City staff for the purposes of scheduling inspections, testing, and other matters related to project execution.
12. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of public administration including budgeting, program planning/development, and project management; civil engineering, public works, and municipal utility operations; Joplin City Charter, Code, and City Personnel Rules and Regulations; Federal, State and local laws and regulations affecting Capital Improvement projects; effective planning and coordination techniques; computer system applications; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City staff, City officials, and the public; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, business/industry officials, and the public; preparing a variety of narrative, technical, and statistical reports related to CIP; dealing with difficult people and situations in a tactful manner; analyzing and comprehending complex rules, regulations, and other materials; managing multiple projects and tasks concurrently; contract development and management for consultant and construction contracts; interpreting complex public works-oriented engineering designs, drawings, plans, and regulations; identifying problems and identifying alternative and solutions; computer system applications; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering, Construction Technology or Construction Management, or related discipline is required. Bachelor's degree in Civil Engineering is preferred, but not required.

Experience: Five years of full-time project management or engineering experience in infrastructure construction and project management is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Registration as a Professional Engineer in the State of Missouri is preferred, but not required.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	