

## **CITY OF BURBANK**

### **CAPITAL PROJECTS PROGRAM MANAGER**

#### **DEFINITION**

Under general direction, to manage, coordinate, and direct the implementation of Capital Improvement Projects (CIP) and related projects for the City of Burbank; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

The essential role of the Capital Projects Program Manager is to ensure capital projects of the City are completed within approved scope and budget and on schedule.

Manages the CIP program through its various phases of development, including the creation, management, and oversight of budgets for construction, reconstruction, and ongoing operations, setting benchmarks, and analyzing performance measures; serves as project manager; reviews contract documents including, but not limited to bonds, insurance, progress payments, claims, and related documents for processing; plans, directs, assigns, reviews, and evaluates the work of staff; recommends, develops, and implements changes in policies, procedures, and standards; meets with governmental and private sector officials, and key stakeholders; oversees planning, engineering, and construction work on capital projects; reviews plans and specifications; estimates and prepares projects for bid; assists with developing and implementing long term facilities acquisition programs, including master planning and programming, facilities studies and programming, design and construction activities, scheduling, monitoring, and reporting; assists in the development of annual capital project budget proposals for approval by City Council; reviews the performance of contractors; facilitates the preparation of routine and special project progress reports dealing with unique circumstances or problems, including recommendations for resolution; prepares complex and sensitive staff reports and other written correspondence; coordinates project activities within the Public Works Department, with other city departments, contractors, and outside agencies; coordinates with developers to avoid construction conflicts with all utility infrastructure, traffic, and all components of the public right-of-way; attends and represents the City and the Public Works Department at public meetings; exercises independent judgement and decision making based on standard policy or working procedures; operates a computer with related software; develops and delivers presentations before legislative bodies, community groups, and the general public; supervises, trains, and evaluates employees, including making effective recommendations regarding hiring, promotions, transfers, and disciplinary action as needed up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – the principles and practices of project management, including but not limited to organizing, coordinating, scheduling, and budgeting; acquiring stakeholder

buy-in on project scopes through executed charters; prepare long range project forecasts; federal, state, and local laws regarding construction, design, and maintenance; safety practices; principles and practices of sound personnel management and supervision; spelling, grammar, and punctuation.

- Skill in – preparing and interpreting specifications, plans, drawings, data, and reports; making accurate engineering calculations and reviewing and correcting the work of others; operating modern computers and related software, including computer aided design (CAD) software; exercising independent judgement and making decisions based on standard policy and procedures; public speaking and professional writing.
- Ability to – plan and prepare work assignments; maintain computerized record system; analyze and interpret complex drawings, specifications, and contractual agreements; anticipate work performance and construction problems and determine appropriate course of action; analyze problems and develop effective solutions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, contractors, outside agencies, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor of Science degree from an accredited college or university with major course work in civil engineering, construction management, construction technology, or a closely related field, and five years of progressively responsible recent experience managing large and complex capital projects including both vertical and horizontal construction with a budget of at least \$10 million, including two years in a supervisory capacity.

**Special Conditions & Requirements:** The ability to climb stairs and ladders, walk on uneven surfaces, make field observations, remain in a stationary position for extended periods of time, and review documents both on paper and computer monitors.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent; registration as a Civil Engineer in the State of California, or registration in another state and have the ability to become registered in California within six months of appointment through reciprocity, is required.

## **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Valid certification as a certified Project Management Professional; experience with various types of project delivery methods.