CITY OF OCEANSIDE

REV: APR 2010
JOB CODE: ADMIN83
UNIT: UNREP/SUPV

CIP MANAGER III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages, coordinates, and monitors the progress of multiple capital improvement projects at all stages of development; responds to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding development projects; ensures work quality and adherence to established policies and procedures; performs advanced technical and complex tasks relative to assigned area of responsibility, and performs related work as required.

CLASS CHARACTERISTICS

This is the advanced professional journey-level class in the CIP Manager series. Employees within this class perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Employees within this class may be assigned supervisory duties.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Manages and coordinates capital improvement projects; reviews building plans, specifications, studies and reports for construction modifications and/or maintenance including new and rehabilitation projects; exercises functional supervision of professional, sub-professional, and contract personnel; participates in the development and implementation of project goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; confers with departmental and other officials on administrative and technical problems and participates in the development of long-range plans and programs; recommends and implements changes to engineering and public works planning processes and policies; participates in the assignment of capital improvement project oversight, scheduling and budgeting; establishes appropriate indicators to track assigned projects; identifies initial and ongoing risks associated with assigned projects; develops mitigating factors for consideration; recommends and oversees corrective actions, when necessary; oversees the preparation of bid specification and other documents; participates in the review and evaluation of plans and specifications; participates in the preparation and administration of assigned program budgets; submits budget recommendations; monitors expenditures; serve as staff to a variety of City commissions, boards and committees on public works or engineering matters; responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding assigned projects; may supervise or train professional and technical subordinates; coordinates multiple projects with other City departments, developers, architects, engineers and outside

agencies; analyzes and makes reports and recommendations concerning assigned CIP projects; assesses legislative, regulatory, and funding opportunities and constraints; prepares staff reports and makes presentations to the public, various commissions and the City Council; negotiates contracts and monitors contracted services, schedules, goals and objectives; works in cooperation with other lead and supervisory staff to coordinate the utilization of personnel on integrated projects outside of the work unit.

MINIMUM QUALIFICATIONS

Knowledge of:

- Project management principles, techniques and tools.
- Cost benefit analysis, planning and budgeting techniques for construction projects.
- Construction technology, terminology, principles and practices.
- Principles of contract negotiations and administration.
- Principles, practices, techniques and terminology of architecture, urban planning, design and development.
- Principles of land use, environmental and site planning.
- Principles and practices of report preparation, business letter writing and record keeping.
- Principles of supervision.
- Budget management and construction economics.
- Civil engineering design and construction principles and practices.
- Building code design and construction procedures.
- Principles of sanitary and storm water engineering.
- Development review processes and procedures.
- Federal, State and County laws affecting development, planning, and zoning.
- Principles of municipal planning, facility development and project administration.
- Principles and processes for the municipal, state and federal entitlement processes.
- Relationships among federal, state and local planning programs.
- Public administration and management principles.
- Environmental regulations, laws and restrictions.

Ability to:

- Coordinate, manage, and track multiple project activities on several projects concurrently.
- Anticipate, evaluate, and mitigate project risks, resolve problems among staff, contractors, other agencies, industry representatives and the public.
- Prepare and interpret plans, specifications and technical reports and communicate them to others.
- Inspect workmanship for adherence to plans and specifications.
- Conduct field investigations and compile data for reports, maps, charts and other graphic materials.
- Estimate project costs; monitor and maintain assigned funds and budget.
- Supervise, review and evaluate the work of others.
- Make presentations to, and respond to concerns from, various Commissions, City Council, local businesses and community groups.
- Work independently and efficiently to carry out assignments.
- Prepare written and statistical reports and recommendations.
- Perform accurate and complex mathematical calculations.
- Communicate clearly, concisely and persuasively both orally and in writing.

- Analyze situations accurately and exercise sound judgment in adopting effective courses of action.
- Respond to questions and inquiries from a variety of sources regarding development projects.
- Apply pertinent Federal, State and local laws, codes and regulations to particular situations and issues.
- Coordinate and facilitate community workshops.
- Establish and maintain effective working relationships with those contacted in the performance of duties.

Experience and Training Guidelines

Experience: Six years of experience in construction management, related to project management, project engineering, operations management or a related field.

Training: Bachelor's degree from an accredited college or university with major course work in construction management, urban planning, civil engineering or a related field.

License or Certificate:
- Possession of California Class C Drivers License at time of hire.
- Possession of an AIC **Level II** Certified Associate Construction certification, OR a Construction Manager Certification Institute (CMCI) Certified Construction Manager certification, OR a professional Certificate in Construction Supervisory Series as part of the Associated General Contractors (AGC) Supervisory Training Program (STP) series is required.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; exposure to dirt, dust, and hazardous construction environments including uneven terrain, confined spaces, or heights; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, bending, stooping, climbing, walking and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.