ASHEVILLE, NORTH CAROLINA

Classification Specification

Director, Capital Projects
Job Code: 8000
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee the development and implementation of comprehensive capital improvement plans and projects and facilities maintenance operations and to direct and management department staff.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Directs, oversees, and evaluates assigned staff: plans, directs, and reviews work of individuals and the department; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and City administrators; and trains staff in operations, policies, and procedures.

Manages department activities through subordinate supervisors and staff: organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to

assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Assistant City Managers, City Manager, and City Council; and updates and maintains department standard operating procedure manuals.

Advises City administrators and City Council regarding department activities, programs, operational issues, training, and initiatives: provides technical expertise and recommendations regarding capital improvement projects, facilities maintenance operations, and related initiatives and concerns; attends various Council and committee meetings; prepares and presents staff reports and recommendations regarding department initiatives, programs, and project progress; receives and responds to inquiries from Council members and the public; and serves on various leadership teams and committees, as assigned.

Develops and implements long- and short-term plans, goals, and objectives for City capital improvement programs and projects and facilities maintenance operations: researches, assesses and develops strategies to meet current and future issues and concerns regarding City capital improvement and facilities maintenance needs; and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for the department: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates policies and procedures as required.

Develops, defends, and implements department budget: determines budget allocations for staffing, equipment, capital improvement needs, and other expenditures; coordinates with subordinate staff members regarding budgets; prepares, submits, and presents proposed budget to City Manager and City Council; and approves and monitors expenditures and revenues to ensure compliance with approved budget.

Directs operations of Capital Projects Divisions: oversees projects, programs, services, and work activities: provides direction to and coordinates with subordinate staff to address issues and concerns and to optimize operations; ensures coordination with contractors, other City departments, government agencies, public utilities, and others, as needed; ensures all department work activities and programs comply with applicable local, state, and federal policies, procedures, rules, regulations, permit requirements, laws, codes, and ordinances; and initiates actions to correct deviations or violations.

Directs and participates in developing bid specifications and related contracts for department projects: develops Requests for Proposal and/or Bid (RFPs and RFBs), scope of work, budget, schedule, and other project details; leads and participates in bid evaluation and selection and contract negotiations; manages and oversees project budgets; conducts project progress meetings; reviews and approves reimbursements and payments; and manages and monitors work quality and contract compliance.

Performs a variety of public information and public relations duties: serves as the spokesperson for the department; leads and participates in meetings and public hearings; makes presentations; provides information and answers questions related to department programs and projects; and coordinates educational and public relations activities.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, personnel action forms, invoices, pay applications, contracts, change orders, disciplinary action forms, budget documentation, department work plans, project implementation schedule, policies, procedures, budget evaluations, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy

records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Engineering, Architecture, Business, or a related field required; supplemented by seven years of progressively responsible experience in project and construction management, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville 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.