ASHEVILLE, NORTH CAROLINA

Classification Specification

Program Manager, Capital Projects
Job Code: 8060
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to manage and oversee the planning and execution of multiple capital improvement projects in an assigned functional program and to supervise assigned 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.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; 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 management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and 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 Director, Capital Projects; and updates and

maintains department standard operating procedure manuals.

Manages assigned functional program, such as Innovation District, Transportation, Buildings and Facilities, and Parks: develops and evaluates program objectives; identifies best work practices; develops and recommends changes to program policies, procedures, systems, and processes; reviews and recommends resource allocation; develops a list of potential projects for area of assignment; conducts assessments to determine project requirements, asset management, and financial criteria; and prepares and presents related forecasts and recommendations to Director, Capital Projects.

Manages budget for assigned program, as well as for individual projects: forecasts needed funds for program and individual projects; identifies, applies for, and administers granted funds; prepares and presents program budgets; and monitors expenditures to ensure compliance with approved budget.

Manages and coordinates approved capital improvement projects for area of assignment: prioritizes, schedules, and assigns projects; coordinates and manages the identification of scope, critical path tasks, funding requirements, interim goals, contingencies and other project management tasks; oversees the creation of project documentation, project budget, and project bid specifications and requests for proposal; conducts on-site work reviews; reviews and approves changes orders; monitors project progress and adherence to objectives and contract specifications; and prepares and submits required reports and updates.

Manages and administers contracts: leads and participates in development of bid specifications for design, consultant, and construction services, bid assessment and tabulations, and bid selection; negotiates and executes contracts and agreements; processes related invoices and payment applications; and monitors contract compliance.

Coordinates program meetings, communications, and work activities between City departments, project teams, government agencies, contractors, consultants, and other participants: assists in resolving problems or conflicts; recommends solutions to problems and facilitates implementation; and prepares executive summaries and reports for presentation to City Council, Planning Board or other boards and officials as requested.

Serves as liaison to the public, media, other government agencies, and other City departments and elected officials regarding assigned program: represents assigned program internally and externally for all City concerns; solicits input and feedback; coordinates public relations and education activities; responds to inquiries; makes presentations to City Council and civic groups; and develops press releases and public information materials for distribution.

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, timesheets, billing invoices, payment applications, contracts, architectural drawings, facility planning and space use studies, engineering reports, planning documents, facility condition and cost assessments, Requests for Qualifications, bid documents, staff reports, capital requests and submittals, program schedules, staff reports, funding requests, presentations, project updates, change orders, employee performance reviews, 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, Civil Engineering, Landscape Architecture, Architecture or other field related to area of assignment required; supplemented by five years of experience in project management, landscape architecture, space utilization and planning, or other field related to area of assignment, 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. Depending on area of assignment, may be required to possess and maintain Professional Engineer's license, Landscape Architect's license, or other certification or licensure as deemed necessary.

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 coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

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.