



## Position Description

<b>Job Title:</b>	<b>Capital Projects Manager</b>
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**Department:** Facilities  
**Pay Grade:** 4  
**FLSA Status:** Exempt  
**Testing Status:** Not Safety-Sensitive  
**Wage Range:** \$100,579.39 - \$134,363.33

### **JOB SUMMARY**

Under the general supervision of the Chief Executive Officer (CEO), the Capital Projects Manager is responsible for one or more major projects in all phases, multiple special projects and/or facility projects, and ensuring all required tasks are performed on time and within budget. Major projects include construction of new buildings, underground or above ground utility infrastructure or major renovations of existing buildings. Special projects typically include renovating areas of an existing building or utility system. Facility projects are typically interior fit-outs. The capital improvement budget drives the facilities and construction plan. Specific responsibilities include planning, scheduling, budget management, quality control, safety, and coordination of subcontractors and internal staff. The position also manages relationships with consultants and contractors; develops project scopes, negotiates hourly rates, prepares reports, develops and maintains schedules and budgets, and ensures quality reviews are complete. The Capital Projects Manager is also responsible for the identification of scheduling and cost variances and the implementation of recommendations for corrective action for negative variance.

This position requires a leadership mindset, excellent communication skills, and the ability to work with all members of project delivery teams in a highly collaborative environment

### **ESSENTIAL JOB FUNCTIONS:**

- Participates in contract procurement, including public building and consultant selection
- Manages multiple projects at various phases and in various locations, from project identification through design, permit issuance, construction, commissioning, and overall project close out.
- Oversees contractors and consultants in successfully delivering assigned projects.
- Develops various project goals, scopes, budgets, and schedules to meet the departments' yearly project goals and plans.
- Creates project estimates and work scopes, participates in proposal evaluations, proposals, recommends consultant selection.
- Monitors projects during construction phase reviews changes to ensure programmatic, budgetary, and schedule conformance, recommends final project

- acceptance, and participates in resolution of contract disputes.
- Coordinates review and approves change orders, approves invoices, reviews projects for compliance with contract commitments, prepares project status and budget reports, prepares documents for review by the executive team.
  - Oversees the work of consultants and contractors to ensure quality, project design, schedule, and budget conformance.
  - In coordination with the Procurement and Contracts Coordinator and the Grants Manager, participates in the procurement of professional and construction services for assigned projects.
  - Conducts research to provide cost estimates and prepare budget documents. Manages construction project budgets and reporting.
  - Provides regular progress reports and status updates to key stakeholders.
  - Coordinates with the Chief Executive Officer to assure proper procurement procedures and record keeping requirements are followed that meet federal state, and local requirements.
  - Ensures documentation outlining required asset maintenance is included as part of close-out to be incorporated into operations and maintenance plans.
  - Manages minor and major modification projects for existing facilities.
  - Coordinates with local authorities and permits agencies to achieve the necessary permissions to enable timely project progression.
  - Ensures contractors obtain all required construction and right-of-way permits and adhere to applicable federal, state, and local regulations during construction.
  - Conducts site visits and attends off-site project meetings as necessary at various locations at varying times that may extend beyond normal business hours.
  - May be required to serve as a designated emergency responder during disasters and/or emergencies

**MINIMUM QUALIFICATIONS:**

Any equivalent combination of education and experience that provides the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:

- Minimum of three to five years of progressively responsible experience as a project manager in a related design, engineering, or construction field.
- Bachelor's degree in Construction Management, Architecture, Engineering, Civil, or related field
- Experience with civil, structural, or public construction a plus
- Advanced Project Management Training and Project Management or Construction Management Certification from an accredited institution a plus
- Knowledge of construction methods, equipment, materials and design, and labor management to ensure a successful project.
- ADA Certified or have the ability to obtain certification within six months of hire
- Advanced understanding of WSDOT Standard specifications, statutory requirement, and industry standards preferred
- Knowledge of methods, techniques, and procedures involved in budgeting, procurement, and contract negotiations and administration.
- Valid Washington State Driver License

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrate strong internal and external customer service skills
- Communicate effectively and professionally, both orally and in writing, with employees at all levels of the organization, customers, vendors and contractors
- Relate effectively to individuals of various cultural, ethnic and social-economic backgrounds as well as individuals with special needs
- Maintain confidentiality of sensitive data and information
- Operate a 10-key calculator by touch; perform mathematical calculations with speed and accuracy
- Follow direction and maintain a high degree of accuracy and attention to detail in an atmosphere of frequent interruptions while meeting strict deadlines
- Work independently with minimal supervision
- Compose business correspondence and other written materials
- Operate a computer using word processing, spreadsheet, database, e-mail and calendar software
- Operate various types of office equipment such as telephone system, copier, fax, scanner and laminating machine
- Use courteous and professional telephone and e-mail etiquette

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions require sitting approximately 90 percent of the time, with balance of time spent traveling to various locations within Skagit Transit office building, climbing stairs, stooping, reaching, bending, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions and carrying up to 20 pounds. Exerting up to 20 pounds of force occasionally and moving up to 10 pounds of force frequently.

**WORK ENVIRONMENT:**

Duties performed while sitting at a desk or computer terminal, with some standing and walking within the office area. Subject to noise from office machines. Duties may involve some travel to other locations to conduct work. May be required to work outside normal schedule on occasion.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job*

*functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Skagit Transit has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

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Employee Signature

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Date

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Supervisor (or Human Resources) Signature

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Date