

City of Fort Worth, Texas Job Description

Classification Title	Capital Project Manager		
Job Code:	MG1791	Job Family:	Management
Pay Grade	613	Date Reviewed:	07/03/2021
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises and coordinates capital project purchasing, design, construction and infrastructure related operations within assigned department. Coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to the Assistant Director or Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages the organization, staffing and operational activities for the capital project design, construction and infrastructure related operational activities; and directs project assignments and time scheduling of multiple capital improvement construction projects.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommends and administers policies and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned department programs, methods and procedures; and works with employees on the continuous improvement of city services.
5. Oversees the construction bid process, award of contracts, and site construction management of multiple projects.
6. Reviews construction plans, documents and specifications for compliance with departmental requirements and goals for the project.
7. Oversees and participates in the development and administration of the Capital Projects/Infrastructure program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments as necessary.

8. Provides technical and administrative assistance to city developers and departments; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Coordinates construction activities with those of other divisions and outside agencies and organizations.
10. Determines and oversees implementation of accessibility improvements at facilities in compliance with federal laws and regulations.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Planning guidelines for the design of City facilities.
 - Modern and complex principles and practices of preparing and reviewing designs, drawings, specifications, and sketches.
 - Analysis evaluation of research materials.
 - Tools and equipment of architectural design.
 - Personnel administrative policies and procedures within a supervisory capacity.
 - Principles of municipal budget preparation and control.
 - Capital project delivery process.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Database management.
 - Grant application and administration requirements.
 - Fiscal policy, various funding sources and revenue and expenditure codes.
 - Construction work phases.
 - Municipal budget development and administration procedures.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Computers and applicable software.
 - Organization and time management.
 - Interpersonal relations.
 - Delivering presentations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Prepare and review designs, drawings, specifications, sketches, architectural rendering, and project proposals.
 - Lead departmental teams established to participate in management of capital projects.
 - Follow a construction plan through bidding to completion phases.
 - Supervise, direct and coordinate the technical and scheduling work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.

- Recommend and implement goals and objectives for providing construction services.
- Interpret and explain City architecture policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in project/program management, engineering, landscape architecture, planning, public administration, business administration, or a related field and four years of increasingly responsible administrative experience; including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.