



## **Title: CIP Project Manager II**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Deputy Engineering Director, Architectural Services Manager, or an Engineering Supervisor.

This is a non-supervisory job classification

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

### **JOB SUMMARY**

This classification may be assigned to either Construction or Streets Capital Improvement Projects. The purpose of this position is to manage assigned Capital Improvement Projects by defining project needs; forecasting budgets; coordinating with internal and external stakeholders; assigning and coordinating schedules; negotiating fees and contracts; preparing and reviewing intergovernmental agreements; reviewing design documents, studies, and reports; managing construction contracts and ensuring project compliance with city, state, and federal guidelines and policies.



## ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages Capital Improvement Program (CIP) projects through all phases from initial assignment to completion according to project schedules, budgets, state and federal regulations, and City standards; ensures adequate budget; schedules project; ensures guideline compliance; ensures adherence to project scope; analyzes design fees and construction costs.
2	Manages delivery of construction and design phase services; observes work progress through site visits; monitors for quality of workmanship and performance to the contract; utilizes technical competence to observe construction, document deficiencies, reviewing and evaluating schedules; provides recommendations upon review; prepares written responses to RFIs and other correspondence; reviews and approves change orders; negotiates cost adds and credits; initiates communication with contractors to resolve conflicts; reviews and approves product submittals; attends project meetings.
3	Coordinates consultant submittal reviews and meets with other divisions and departments; communicates with proper decision makers, stakeholders, and City staff.
4	Develops and monitors capital and small projects; meets with occupants; writes scopes of work and bid specifications; prepares budgets; defines funding requirements and sources; recommends policies and procedures; participates in the proposal process; prepares and monitors project schedules; reviews and approves expenditures and change orders; makes site visits; prepares and presents information to staff, management, and elected officials.
5	Prepares work proposals, bid packages, and specifications for solicitation; ensures project scope is met. Maintains project records; supports maintenance and archiving of project records; determines which documents will be retained in the project file; determines timeline for archiving project records.
6	Coordinates City capital projects with other cities and agencies; assembles project team and defines project stake holders. Participates in the development and maintenance of CIP standards and standard practices in area of assignment.
7	Completes administrative tasks; coordinates efforts with departments, agencies, and the public; coordinates with technology services and systems; represents the City to vendors, engineers, and architects; responds to inquiries; attends and participates on committees.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> 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	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> 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.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, digital tablets, printers, scanner, copy / fax machine, and related software, telephone, calculator, vehicle, land survey instrument, plotter, hand drill, hand tools, hand saw, tape measure, camera, mechanics tools.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, safety footwear, protective eyewear, hard hat.