

## CAPITAL IMPROVEMENT PROJECT ADMINISTRATOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Capital Improvement Project (CIP) Administrator is responsible for coordinating, monitoring, and managing the development of project scopes and schedules; for the City's annual capital project budgeting process; preparing budgets and project estimates; and reviewing costs for City infrastructure projects. Duties include: manage project coordination with all involved department representatives, project managers, and liaisons to ensure projects are delivered within budget and on schedule; and performing quality assurance reviews on schedules (including major activities, durations and milestones) utilizing Critical Path Method (CPM) scheduling principals. Additional duties include: monitoring and reporting project status for cost and schedule to identify potential variances, providing recommendations for possible corrective actions or efficiencies in timelines or budget; identifying and analyzing department performance trends and standard practices for the management of City infrastructure projects, preparing a variety of associated text and graphical cost and schedule reports; coordinate with project managers to identify and resolve discrepancies in data entered into project management software system; document concerns on project progress and coordinates with project managers to address concerns; preparing capital project estimates for budgets and carry over estimates as requested by Engineering management and representatives from other City departments; and assist with project closeout procedures. This class will act as the centralized lead to coordinate the CIP project scoping process with the Office of Management and Budget and other City departments to develop future capital improvement projects and assist with existing capital improvement programs. This class will also administer the City's CIP management software and the reporting of the Engineering Department's performance metrics including budget and schedule compliance. This class is responsible for performing related duties as required.

**Distinguishing Features:** This class is distinguished from other similar classifications by its responsibility for managing the development of project scopes and schedules for the City's CIP process and for performing quality assurance checks on project costs, and schedules throughout the life cycle of infrastructure projects. This class functionally supervises Engineering Department;s project managers in relation to the implementation of the City's CIP. Supervision is received from the Assistant City Engineer, who reviews work through conferences, reports, and results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Construction Management, or closely related field. Considerable (3 - 5 years) professional experience in managing, administering, coordinating, scheduling and budgeting of capital improvement projects.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in Engineering, Construction Management, or closely related field is preferred. Registration as a Professional Engineer in the State of Arizona within six months of hire, knowledge of CMP; and three years of supervisory experience in managing teams of project or construction managers/engineers are also preferred qualifications.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with other City employees, management, engineers, and architects, both orally and in writing, for the purpose of gathering data for project coordination and monitoring costs and schedules for City construction projects. Demonstrates customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activities. Use effective analytical, verbal and written communication skills, including the ability to make presentations to department staff and management. Prepares documents and reports using clearly organized thoughts, proper sentence construction, punctuation, and grammar for various users throughout the City.

**Manual/Physical:** Enters data or information into a personal computer (PC) to produce reports, worksheets, and to calculate and reconcile information. Scans the content of a computer monitor screen to detect minor changes in detailed information. Prepares computer reports to distribute to city staff. Operates a variety of standard office equipment. Must possess a valid Arizona Driver's License by hire date. Lifts and carries storage boxes weighing up to 20 pounds. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to and from job sites.

**Mental:** Gathers information concerning the development of project costs and schedules from various sources including engineering reports, construction bids, production rates, project managers and other sources. Assists in the development and implementation of process changes in order to improve project management of City capital projects. Operates a PC database management system to generate reports and sort information.

## **Knowledge and Abilities:**

Knowledge of:

advanced knowledge of Critical Path Scheduling and resource loading;  
lifecycle of infrastructure projects;  
construction estimating techniques, including analysis of Alternative Project Delivery Method (APDM) negotiated costs;  
contractor production rates;  
project design process flow;  
project construction process flow;  
understanding of complex project control systems;  
project scheduling software including MS Project or Primavera programs;  
PC software for spreadsheet and database applications; and  
ability to work with minimum supervision and to exercise sound independent judgment in identifying, analyzing and resolving complex issues related to project planning and control.

Ability to:

assist with the development of project scope and cost estimates for City infrastructure projects;  
apply generally accepted principles and theory in performing work assignments;

maintain concentration on detailed information over an extended period of time when accuracy and speed are important; and  
interact with City officials, coworkers, City staff, and the general public to establish and maintain effective work relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/16

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EEO-Prof

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INCREMENTS 62-200

PAY GRADE: 57

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