City of Mesa - Engineering

CAPITAL PROJECTS ANALYST

JOB DESCRIPTION

Classification Responsibilities: A Capital Projects Analyst is responsible for assisting the Capital Improvement Projects Administrator for coordinating project development, program planning of capital projects in the City's 5-Year Capital Improvement Program (CIP) and forecast models and for performing technical and professional work involving the coordination of Intergovernmental Agreements (IGAs) and other various agreements/contracts between the City and outside agencies. Duties include: cost estimation, project activity timelines and schedules, research and proper application of cost escalation factors, cost modeling; responsible for entering, updating, and maintaining capital project data into a CIP project management database system; makes recommendations related to automation of capital project information, reporting systems, and new capital project information technology; coordinates the development, approval, and implementation of IGAs between the City of Mesa and other government agencies (example: Arizona Department of Transportation, Maricopa County Department of Transportation, Flood District of Maricopa County, Salt River Project, and the Town of Gilbert); coordinating all scalloped street projects, special improvement districts, Mesa Town Center improvement district, and county street lighting improvement district projects; providing cost estimates and calculating final assessments; auditing development agreements, City share agreements, City share payments, in-lieu agreements, private line agreements and reimbursements, utility service agreements, and other miscellaneous agreements. This position performs related duties as required.

Distinguishing Features: A Capital Projects Analyst is expected to display considerable initiative, independent judgment, and leadership skills in performing CIP project management activities such as project scoping, project assessments, preliminary cost estimates, project phases, and project scheduling, and in performing agreement/contract coordination and supervisory work. This position supervises paraprofessional staff responsible for performing skilled, technical work in administrating, auditing and monitoring contracts for CIP projects, as well as preparing and reviewing project authorizations, work orders, purchase order requests (EPO, LPO and Blanket) and invoices for payment. This class is supervised by the Capital Improvement Project Administrator who reviews work through observation, 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 Business Administration, Engineering, Construction Management, or closely related field. Considerable (3 - 5 years) experience working with public works projects such as project management or capital project budgeting.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience using project management systems, cost estimating on capital projects and experience with cost estimating software preferred. Some (6 months - 1 year) experience in a supervisory or lead capacity is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates ideas and recommendations through verbal and written reports. Organizes and presents verbal and written research/analytical reports. Organizes and presents verbal and written research and analytical reports. Prepares or assists in preparing the forms and documents used in capital project budget preparation, entering and verifying data and assisting in the preparation of the overall capital budget. Presents data, documents, and reports to the supervisor, or other personnel in Engineering. Formats contract payment information into understandable, workable, reports as directed by the Capital Improvement Projects Administrator. Format capital project data in accordance with change requests by the Capital Improvement Projects Administrator. On occasion, may attend project scoping meetings with Capital Improvement Projects Administrator, program managers and Engineering staff. Creates and maintain complex budget databases in order to generate complex financial CIP reports.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal and state regulations, or other standards/guidelines. Enters data or information into a computer in order to update and maintain capital project data. Meets scheduling and attendance requirements.

Mental: Supervises, assigns, and evaluates the work of a subordinate staff. Resolves work-related problems in the contract payment process. Calculates final assessments and the City's share of the cost of all scalloped street improvement projects and improvement districts. Prepares or assists in preparing the forms and documents used in capital project budget preparation, entering and verifying data and assisting in the preparation of the overall budget. Prepares monthly reports to management and client departments on capital project progress. Comprehends and makes inferences from written material (example: budget book, financial reports, written instructions/procedures, etc.) to create spreadsheets, databases, and statistical reports, and to prepare reports, documents, budgets, etc., according to procedures. Prepares Construction Cost handbook for Citywide use by utilizing previous project bid and contractor information. Research the industry construction cost escalation factors for capital projects and report and discuss with Capital Improvement Projects Administrator and appropriate staff. Assist the Capital Improvement Projects Administrator in preparing the capital project budgets.

Knowledge/Abilities:

Knowledge of:

principles and practices of public works management;
capital project management concepts;
generally accepted accounting, auditing, financing principles and procedures;
project cash flow techniques;
cost models, other financial aspects of capital projects;
cost estimation principles and practices for public works projects;

various phases within a project and application of timelines,
principles and practices, and methods of supervision;
mathematics, including algebra, geometry, and trigonometry;
terminology used in engineering drawings; and civil engineering principles and practices;
Access, Excel and other database programs;
Mesa's budgeting process and procedures, purchasing methods and procedures, financial accounting, auditing, Mesa's system of accounts, funds, bonds, and revenue sources;
procedures and policies for public works contract requirements, public bidding process, contractor licensing requirements, and the principles and practices of public works management; and
Arizona Revised Statues related to scalloped street projects, special improvement districts, community facilities districts, Mesa Town Center improvement district, IGAs and contract payments.

Ability to:

supervise and direct work subordinate staff;
assess and make recommendations regarding hiring, disciplinary actions, and other personnel actions;
manipulate database programs for producing various reports, charts, financial spreadsheets;
perform detailed engineering records research;
understand and interpret financial data as it relates to capital projects;
maintain effective documentation and system backups of maps and data;
maintain a high level of attention to detail for quality control purposes;
exercise independent judgment in determining work methods;
apply public works and engineering principles and practices to assignments;
establish and maintain effective working relationships with management, other departments, coworkers, and the general public;
produce clear, neat, and legible maps;
prepare detailed cost estimates for proposed scalloped street improvement projects, improvement districts, City street projects, and other miscellaneous estimates as required;
respond to property owners, developers, engineers, architects, planners, attorneys, contractors, and other individuals regarding state laws and City procedures to form special improvement districts;
calculate the final assessments and City's share of the cost of all scalloped street improvement projects and improvement districts;
prepare Council reports, resolutions, and schedules for presentation on scalloped street projects, special improvement districts, Mesa Town Center improvement district, IGA's, and county street light improvement districts;
counsel property owners on procedures to modify existing assessments;
attend public meetings to inform property owners of the special improvement district process;
prepare and/or review development agreements and calculate reimbursement amounts;
act as coordinator/liaison between the Mesa Town Center Corporation, the Maricopa County Assessor's Office, the Treasurer's Office, and the City of Mesa for the Mesa Town Center assessment taxing district;
supervise and direct the work of staff;
review the work of others to check for errors and omission of information;
read and interpret written procedures, guidelines, state laws, and Maricopa Association of Governments

(MAG) specifications;
make independent decisions;
perform reviews of files and procedures for compliance to generally accepted auditing practices and principles;
prepare Council recommendation reports for City bid projects by identifying the project funding for City Council review and award;
review and audit City share payments and private line reimbursement to developers;
audit contractors and suppliers invoices, quotes, and documents;
provide, advise, and make recommendations to supervisors, department directors, department managers, and other City management concerning program areas; and
establish and maintain effective working 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 1/21
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INCREMENTS 43-200

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