



CLASSIFICATION TITLE: Public Works Capital Projects Manager	JOB NUMBER: 7036	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Public Works Director	PAY GRADE: 27	FLSA STATUS: Exempt "At Will"

GENERAL SUMMARY

Performs complex administrative and engineering work planning, organizing and coordinating operations, activities, staff and resources associated with various City of Richland projects and programs, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director (supervisor). Divisional supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Plans, develops, budgets, designs and implements capital improvement and system preservation projects for the City's Public Works Department (including transportation, potable water, non-potable water, wastewater, stormwater and solid waste), Parks and Public Facilities Department, and Development Services Department.
- Schedules, assigns or provides work direction to other engineering personnel performing tasks associated with programs and projects related to utilities, transportation systems, parks, public facilities, and City-initiated land development; provides project leadership as assigned on projects requiring City personnel; establishes and maintains project schedules and activities.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate

training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.

- Designs, plans, organizes, monitors and supervises the design of complex and large-scale civil engineering studies and projects, public facilities, and parks; utilizes staff from within the City or outside consultants as necessary; develops time lines, specifications, cost estimates and project objectives; monitors progress and provides periodic reports regarding assigned projects; makes complex calculations involving assigned engineering specialty, including utilities, construction, transportation and others; review calculations and designs of others to assure conformance with City engineering standards.
- Prepares a variety of technical reports, including long range system plans and project feasibility studies; investigates design and engineering alternatives to determine feasibility; prepares cost estimates and presents written and oral recommendations.
- Confers with City officials, contractors, consulting engineers and the general public regarding City capital improvements and engineering issues and projects; assists, advises and directs the general public on construction practices and code requirements.
- Completes complex program and project delivery plans including resource allocation, risk mitigation and critical path analysis.
- Leads and oversees the contract administration approach for consulting and engineering contracts in support of the City's capital improvement programs; identifies and secures project and program funding sources to improve the cost-effectiveness of City programs.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State and local laws, rules, codes and regulations related to assigned activities.
- State, federal and private funding programs available for municipal infrastructure financing.
- Advanced principles, practices, methods and techniques of municipal design, construction and maintenance.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.

- Roadway, water, wastewater, stormwater and solid waste engineering and general civil engineering principles and practices.
- Policies and objectives of assigned programs and activities.
- Health and safety regulations.
- Modern office practices, methods, procedures and equipment, particularly as applied to infrastructure design and documentation.
- Record-keeping principles, procedures and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.
- Technical aspects of field of specialty.

Skills and abilities to:

- Train, supervise and evaluate assigned staff.
- Plan, monitor and control the design and conduct of complex and large-scale public works programs, services and projects.
- Plan, monitor and control the design and conduct of parks and public facilities programs and projects.
- Design, analyze and review plans, estimates and contracts within the department.
- Make sound, independent decisions within established policy and procedural guidelines.
- Analyze situations accurately and adopt effective course of action.
- Maintain records and prepare reports.
- Observe legal and defensive driving practices and health and safety regulations.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Operate modern office equipment including personal computer using standard or customized software application programs appropriate to assigned tasks.
- Provides continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Washington State Professional Engineer's license upon hire and maintain throughout employment. Out of State applicants must have the ability to obtain within six (6) months of hire date.
- Valid driver's license.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in civil engineering or closely related field and six (6) or more years of experience in engineering design, planning and project administration, including two (2) years in a supervisory role, or equivalent combination of education and experience.

COMPETENCIES

Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT







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

This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date