



HUMAN RESOURCES DEPARTMENT

City of Burlington

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CAPITAL IMPROVEMENT PROGRAM MANAGER PUBLIC WORKS DEPARTMENT

POSTING DATE: September 20, 2013
RATE OF PAY: \$26.39 hr
EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: October 1, 2013
POSITION STATUS: Limited Service Full Time
CLASSIFICATION GRADE: 19

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the development of the Annual CIP (Capital Investment Program). The Annual CIP is intended to make the highest and best use of public funds for the capital reinvestment of public facilities, by scoring and rank ordering projects according to the city council approved prioritization metrics. Once the CIP Project Manager has an approved Annual CIP Plan it will be the CIP Project Manager's duty to advance the individual CIP projects through the various stages of project development to final completion. Projects must be advanced in a manner that is consistent with the core values of the city described within the various city procurement policies and ordinances.

ESSENTIAL FUNCTIONS:

- Manage the City's annual Capital Improvement Program that annually invests on average \$2 million dollars in the City's Public Infrastructure.
- Coordinate the development of the CIP budget with the Assistant Director, incorporating all relevant projects.
- Use professional judgment to direct and independently complete defined CIP Projects.
- Pro-actively identify technical, schedule or financial issues and seeks resolution from the Assistant Director and/or the client, as appropriate to the situation.
- Independently communicate on technical matters with the construction contractors.
- Bring definition to a project by preparing a project scope, project schedule and project budget.
- Identify the professional consulting services needed in support of the project, services that typically require design services, resident engineering services, contract administration.
- Follow the City's procurement procedures procure construction contractors, designers and resident engineering support services.
- Review and approve contractor pay requisitions.
- Manage the professional services contractors in support of the project. Work tasks include: the review of project plans and specifications, prepare and review bid documents, and review/comment on design elements through duration of project.
- Organize, facilitate the project team meetings.
- Document and record progress, through project meeting minutes, project schedules in order to effectively communicate to any and all stakeholders. Stakeholders could include the Mayor, relevant department Commissions, Council Committees, Board of Finance and City Council.
- Work collaboratively with the City's accounting department to develop proper accounting systems needed in support of the project.
- Provide technical support on all financial and budget related matters, including budgetary reviews.
- Prepare budget statements and reports as needed.
- Coordinate all Local, State, and Federal permit review processes within the project schedule so as to not negatively impact the schedule.
- Coordinate Capital Improvement projects with City staff to ensure the programmatic needs of the beneficiary departments are being reasonably met and not having an unreasonable impact on their ability to continue their mission in the delivery of their services.
- Ensure the appropriate Quality Assurance controls are in place so that work is completed according to our specifications and original design intent.
- Coordinate improvement and planning updates to the general public; perform and coordinate outreach support through mapping (GIS/AutoCAD/Google Earth), graphic design, media updates (website, Facebook, Twitter), or other technical demonstration.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associate Degree in Construction Management, Architecture, Landscape Architecture or related field; and five years of experience in facilities and construction trades with minimum of three years direct experience in construction management and project implementation.
- Knowledge of sustainable design and environmental practices preferred.
- Experience working with zoning ordinances and engineering design standards preferred.
- Knowledge of City objectives and functions in area of assignment: principles and practices of construction management, design and inspection, ordinances, statutes, and regulations.
- Must have a strong interest in municipal/city engineering and project development.
- Possession of strong written and verbal communication skills.
- Demonstrated experience in project organization, managing business practices, and resource management.
- Knowledge of budget development and administration required.
- Knowledge of cost accounting system in a public sector environment preferred. Ability to plan, develop, implement procedures and make decisions on priority and scheduling of work.
- High level of proficiency with Microsoft Outlook, Word and Excel; experience with Adobe Suite/GIS/AutoCAD/Google Earth/social media preferred.
- Ability to prepare comprehensive reports, make recommendations, and communicate effectively.
- Ability to establish/maintain effective working relationships and clearly communicate project details to consultants, City staff, and the general public.
- Ability to mediate conflicts related to projects needs and goals.
- Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and special interest groups in a professional manner.
- Ability to learn and understand applicable federal, state, and local rules, regulations and laws related to construction on public lands.
- Ability to complete multiple projects and meet deadlines required.
- Ability to work both independently and as part of a team.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Possession of a valid driver's license.

To Apply: Submit cover letter, resume and a City of Burlington Application by October 1, 2013 to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.