

**TITLE: CIP MANAGER
RANGE: 037****FLSA STATUS: EXEMPT
UNIT: UNREPRESENTED**

This description is intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification. Sufficiently similar duties not specifically mentioned herein are not expressly excluded.

Summary:

The CIP Manager has day-to-day responsibility for management and operations of the Engineering Division, including the capital improvement program in the Public Works Department. Duties include managing general engineering operations, public works-related contracts, and capital and maintenance projects for City utilities, streets, facilities, and functions. The incumbent assists the Public Works Director with other Department-wide duties as assigned, serves in an acting capacity during the Director's absence, and provides engineering services to other city departments and the public.

Scope of Responsibility:

This is a management classification responsible for planning, organizing, reviewing, and evaluating the capital improvement program, associated projects, and activities. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs and program analysis and evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Supervision Received/Given:

Receives general direction from assigned supervisory or management personnel.
Exercises direct or general supervision over professional, technical, and/or administrative staff.

Essential Functions:

- Manages and oversees the capital improvement and City engineering programs and all associated projects, services, and activities, including planning, designing and construction, and operations and maintenance of public works facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Public Works Department, including development of city code as it relates to the CIP and engineering.
- Recommends within policy, appropriate service, and staffing levels; recommends and administers policies and procedures.

- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures.
- Assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scopes of work and technical specifications; evaluates proposals and recommends award; applies for and administers grant funds for studies and construction projects.
- Negotiates contracts with third-party vendors, contractors, and/or consultants; administers contracts to ensure compliance with City specifications and service quality.
- Coordinates infrastructure and facilities engineering activities, including preparation of plans, specifications and estimates pertaining to construction; investigating and making recommendations on infrastructure problems and providing technical support on engineering solutions.
- Receives, investigates, and responds to resident concerns regarding the infrastructure; prepares correspondence, reviews elements of environmental impact reports for compliance, conducts studies and prepares reports on relevant issues.
- Develops annual capital improvement programs for street, water, sewer, water, wastewater, storm, and surface water management facilities.
- Oversees the acquisition of real property, including relocation assistance and easements necessary for capital improvement projects.
- Oversees and manages private use of public right-of-way through permits and inspections; provides information regarding availability of public utilities.
- Provides advice and technical assistance to City management and staff, citizen advisory groups and the public; confers with a variety of public and private officials on related issues and may serve as the City's representative to other governmental agencies; discusses and explains division plans, programs and projects at public and community meetings, legislative and administrative hearings and functions related to engineering.
- Performs detailed analysis of designs, specifications, and plans, applies engineering principles and techniques to solve complex civil engineering problems including maintenance of land and municipal infrastructure and operation of facilities and equipment; reviews and signs engineering drawings, contracts, work orders, change orders and purchase orders.
- Coordinates activities regarding technical developments and schedules, resolves engineering design problems; prepares budget estimates based on anticipated department needs and budgetary limitations; prepares interim and project completion reports.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of civil engineering, including utility, transportation, and traffic design.
- Methods and techniques used for planning and engineering studies, and the design and construction of municipal facilities and infrastructure.
- Current developments and information on facilities and infrastructure management practices, including principles and practices of sound financial management.
- Methods and techniques of field data collection, tabulation, and analysis.
- Principles and practices of municipal budgeting.
- Public speaking and presentation techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of grant funding application and administration.
- Occupational hazards and necessary safety measures applicable to water or wastewater utility operations and maintenance work, including lockout, confined space entry, trenching and shoring procedures and use of personal protective equipment (PPE).

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the name of program area program.
- Provide administrative and professional leadership and direction for the division and the City.
- Analyze a variety of complex/detailed engineering data and make sound policy and procedural recommendations.
- Plan and implement projects and prepare related designs, estimates and specifications.
- Perform complex engineering computations and make comprehensive recommendations for the solution of engineering problems.
- Plan, organize and direct an effective project engineering program, applying engineering principles and techniques to the solution of engineering problems.
- Administer consultant and construction contracts; manage consultants and contractors.
- Prepare and administer budgets and other financial controls including cash flow.
- Review alternative engineering processes and calculate lifecycle costs; prepare engineering specifications, requests for proposals, contract documents and design drawings.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Washington State Driver's License (or ability to obtain) and a driving record free of significant moving violations.
- Successful completion of a pre-employment background check is required.
- Professional Engineer (PE) license is required. WA license must be obtained within six (6) months of hire.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in civil engineering or related field and five (5) years of increasingly responsible professional experience managing capital improvement projects including two (2) years of supervisory experience.

Working Conditions:

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. Work is performed in an office, which is busy, oriented to public service, and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines and in high-stress situations to respond to challenging emergency situations. The noise level in the work environment is usually moderate. Frequent attendance at meetings outside of work hours is required. Infrequent outdoor work is required, which includes driving a vehicle, uneven and unstable walking surfaces, trip hazards and inclement weather conditions.

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds

The City of Leavenworth is an equal opportunity employer.