

# Capital Projects Division Manager



## General Summary of Classification:

Oversees and actively participates in complex County capital projects from inception to completion. Serves as an authority on facility planning, budgeting, designing, engineering, and construction of County facilities. Owns capital project compliance. Supervises reporting staff. Ensures timely project progress and accountability. Partners closely with internal and external leaders and stakeholders.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Provides broad leadership for County capital projects.
- Aligns capital projects with County strategic goals.
- Supervises and guides subordinate staff. Maintains responsibility for hiring, scheduling, prioritizing work, motivating, training, monitoring, and evaluating direct reports.
- May coordinate consultants, vendors, contractors, and other project-related workers; ensures outsourced work is timely and satisfactory.
- Confers with attorneys, County and State agencies, architects, engineers, staff members, and contractors regarding permitting, the progress of construction and/or acquisition projects, and compliance.
- May develop, approve and or monitor specific project goals, timelines, benchmarks, and deliverables.
- In conjunction with senior leadership, develops and enforces policies and processes for project planning, implementation, control, accountability, documentation, risk management, safety, procurement, and budgetary compliance.
- Develops and monitors capital project budgets and cost estimates, in consort with County officials.
- Prepares and presents reports, presentations, and other deliverables.
- Coordinates with County Agencies to develop the scope and budget estimate for the annual CIP budget request.
- Leads and attends meetings and public hearings; provides technical expertise and guides constructive dialogue.
- Oversees appropriate and timely public communications, to include public-facing website content.
- Reviews designs and plans for new construction, renovation, and major repairs to facilities.
- Advises project managers, architects, engineers, contractors, inspectors, and others.
- Maintains ownership of broad capital project compliance and adherence to local, state, and federal regulations.
- Develops and maintains productive internal and external professional relationships.
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** In-depth, current knowledge of capital project management and related regulations. Required knowledge includes, but is not limited to construction practices, budget and schedule development, procurement, building codes, and LEED practices. The ability to schedule and coordinate complex projects, including personnel, equipment, materials, vendors, and inspectors. The ability to review, approve and administer contractual specifications. Strong oral and written communication skills.
- **Technical:** Computer skills, the ability to use typical business software, proprietary software, and applications, demonstrated proficiency with GIS and AutoCAD, the ability to prepare detailed budgets, the ability to execute complex engineer computations, and wireless technologies and peripherals for communications.
- **Leadership:** The ability to serve as a respected capital project authority and project manager. The ability to set and maintain a safe, diligent, and inclusive workplace culture. Supervisory skills. Strong negotiating skills.
- **Environment:** Works a flexible schedule in office settings and various indoor and outdoor construction sites.
- **Physical ability:** Sufficient to perform assigned duties in a wide array of duty-related locations, including construction sites, and travel as needed.

## Minimum Education and Experience:

- **Education:** Four (4) year degree in Engineering, Architecture, Building Systems, Construction Management, or related field is preferred.
- **Experience:** Eight (8) years professional experience in capital projects and or construction including at least of (5) years of project management experience and at least two (2) years of direct supervisory experience.
- **OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- One or more of the following or comparable credentials is preferred: Professional Engineer (PE), licensed Architect in the State of Virginia, and or LEED certification, PMP certification.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.