

CLASS SPECIFICATION FOR
Capital Projects Manager

GENERAL STATEMENT OF DUTIES: Manages and leads capital projects from inception to completion and performs difficult and advanced engineering and/or architectural work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class applies in-depth knowledge of capital project management, architectural design, engineering and construction to administer capital improvement projects. The incumbent sets goals and objectives and implements programs. Work is performed independently under general supervision, with wide latitude for planning and for making technical judgments. The employee works closely with key County officials and agency heads and with outside officials in the planning, design and construction/coordination of major capital improvement projects.

EXAMPLES OF WORK (illustrative only):

- Meets with citizen groups to elicit information needed in architectural and engineering studies;
- Prepares and presents reports to the agency head, County Manager, and Board of Supervisors;
- Negotiates and administers architectural and/or engineering design services contracts with private consulting firms;
- Attends public hearings, presents information, and answers relevant questions;
- Develops preliminary designs and prepares cost estimates for projects; ;
- Prepares periodic and special reports;
- Performs strategic project planning to include cash flow projection and web site administration; ;
- Evaluates proposed capital project property acquisitions for suitability;
- Coordinates the bidding process for capital projects;
- Manages the administration of the construction phase of capital projects;
- Organizes and manages capital projects with a leadership role using agency, architect, and contractor;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles and practices of either engineering or architecture as relates to the capital improvement project at hand; ability to work independently; ability to plan projects and to prepare related designs, estimates and specifications; ability to perform research and skill in organizing technical material in good report form; [some positions require] the ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems; ability to express self clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with employees, consultants, contractors, and the general public; ability to render timely, competent, professional architectural and/or engineering decisions.

MINIMUM EDUCATION AND TRAINING: Possession of a bachelor's degree in architecture or a related engineering field and five (5) years of related professional engineering or architectural experience in OR facility planning, design and construction (depending upon the duties of the position to which assigned); OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Some positions may require either licensure as a Professional Engineer (PE) or Architect in the Commonwealth of Virginia.