

CLASS SPECIFICATION FOR
Senior Capital Projects Manager

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

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class applies in-depth knowledge of capital project and/or facility planning, architectural design, engineering and construction to administer capital improvement projects. The incumbent sets goals and objectives and implements programs. Work is performed independently under limited 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):

- Manages work assignments, project scheduling, and budgeting, as well as repetitive coordination of project standards and procedures;
- Prepares and presents reports both written and verbally to the agency head, County Manager, and Board of Supervisors;
- Develops preliminary designs and prepares cost estimates;
- Supervises Capital Project Managers and performs capital project administration;
- Attends meetings and public hearings to provide necessary technical expertise for development of capital projects;
- Prepares periodic and special reports;
- Manages capital projects from inception through completion;
- Performs related work as assigned;
- Coordinates preparation of annual CIP Budget submittal.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge, ability to supervise and lead effectively and experience in the application of the principles and practices of either engineering and/or architecture as relates to the capital improvement project at hand; ability to work independently; ability to plan, budget and schedule 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 eight (8) years of related professional engineering or architectural experience in capital project management and preferably one year of supervisory experience 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.