

City of Imperial Beach
POSITION DESCRIPTION

Title: CIP Manager
Department: Public Works
Division: Capital Improvement Program

GENERAL PURPOSE

Under general direction, the CIP Manager is responsible for City's Capital Improvement Program ensuring that all project schedules, costs, and overall quality performance objectives are met across a diverse range of capital improvement projects. The CIP Manager will also directly coordinate the preparation of construction design and bid specifications for certain CIP projects, and perform related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Directs CIP Division employees and related consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides responsible and technical staff review and coordination of capital improvement projects including hands on coordination of a variety of construction projects; reviews plans, specifications, studies and reports for construction including new and rehabilitation construction projects; establishes project priorities and schedules; monitors and evaluates work products of staff and contractors; participates in the development and administration of project budgets; prepares cost estimates; researches, develops and administers revenue sources; prepares bid specifications and requests for proposals; coordinates multiple projects with other City departments, developers, architects, engineers and outside agencies; analyzes and makes reports and recommendations concerning CIP and/or specific projects; reviews projects with other City departments for compliance with environmental regulations and other review requirements necessary to obtain building permits and other approvals; participates in assessing legislative, regulatory, and funding opportunities and constraints; supervision of professional, sub-professional, and contract personnel; prepares staff reports and makes presentations to various commissions and the City Council; participates in contract negotiations and monitors contracted services; makes public presentations to business organizations, community groups, development associations and others regarding the City's development projects, schedules, goals and objectives; within assigned areas of accountability, serves as the Department's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.

KNOWLEDGE OF

Budget Management and construction economics

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Civil engineering design and construction principles and practices
Building code design and construction procedures and requirements
General principles of sanitary and storm water engineering
Development review processes and procedures
Federal, State, County, and local laws affecting development, planning, and zoning
Principles of municipal planning, facility development, and project administration
Principles and processes for the municipal, state and federal entitlement processes
Relationships among federal, state and local planning programs
Public administration and management principles
Principles and practices of contract negotiation and administration

Environmental regulations, laws, and restrictions
Public Works project bidding requirements

ABILITY TO

Coordinate, manage, and track multiple construction project activities on several projects concurrently
Plan, assign, lead and/or review the work of subordinate staff and contractors
Read and interpret engineering plans and specifications
Oversee and/or develop plans, specifications, reports, and bid documents
Anticipate and evaluate project risks, identify mitigating factors, and resolve problems among staff, contractors, other agencies, industry representatives, and the public
Supervise major construction projects to ensure compliance with approved plans
Administer change orders and contract compliance with applicable laws and regulations
Prepare and present clear and concise administrative and technical reports
Coordinate and help facilitate community workshops

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Fours years of increasingly responsible experience in construction management related to project management, project engineering, operations management or related field, preferably with experience in coordinating and directing municipal construction and development projects.

An Associate degree in project construction management or a related field. A Bachelor's degree from an accredited college or university with major course work in construction management, civil engineering or a related field highly desirable. Project management experience may be substituted on a one for one basis for Associate degree.

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Licensing Requirements

Possession of a valid California "C" drivers license with a satisfactory driving record.

Certificate Requirements

Possession of an American Institute of Constructors (AIC) Level II Certified Associate Construction certification, OR a Construction Manager Certification institute (CMC) Certified Construction Manager certifications, is desirable.

TOOLS AND EQUIPMENT USED

Personal computer, laser printer; copy machine, postage machine, phone system, voice mail, fax machine, and calculator.

WORK ENVIRONMENT

Environmental Conditions:

Office and field environment; travel from site to site; exposure to dirt, dust, and hazardous construction environments including uneven terrain, confined spaces, or heights; extensive public contact.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, bending, stooping, climbing, walking and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.