

Capital Projects Manager III

Definition

Under general direction, to provide project management, liaison, inspection, and contract administration for the design, construction and modification of County buildings, facilities and structures.

Distinguishing Characteristics

This is the advanced journey level in the series. Incumbents are responsible for major projects in terms of dollar amount, technical complexity, permitting requirements, including coordinating with numerous permitting processes, number of staff supervised and/or number of contracts managed. The projects typically have significant political sensitivity and a high degree of private/governmental interaction. Incumbents at this level have a great deal of discretion and operate with considerable independence and with minimal direction in managing projects. Projects at this level typically have a monetary value over fifteen (15) million dollars.

Typical Tasks

- Develops project scope, budget, funding, and schedule;
- Manages consultant and contractor selection process and participates as a member of consultant selection committee and is responsible for fee negotiations and approval of contracts;
- Communicates among the County, consultants, and other interested agencies or parties;
- Assures that capital project program and conceptual design meet the County's needs and are compatible with master plans;
- Responsible for keeping projects within approved budgets on their approved schedule;
- Analyzes claims and approves consultant/contractor payment requests;
- Participates in public hearings;
- Prepares and presents project reports;
- Provides guidance to consultant on project criteria, regulations, codes, standards and schedules;
- Identifies and manages responses to CEQA, ADA, energy conservation, and other special requirements;
- Evaluates existing facilities;

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- Reviews and approves technical reports, designs, and contract documents to assure adequacy, compliance with project program and constructability and cost efficiency;
- Coordinates the review of such documents by other County staff and/or consultant peer reviewers;
- Secures the approval of designs, permits and construction documents by the appropriate governmental agencies;
- May produce technical reports, studies, architectural/engineering contract documents and technical specifications;
- Inspects and approves the progress and completion of construction projects;
- May analyze needs and make recommendations on capital improvement projects and priorities budgets.
- May assign and approve the work of construction inspectors;
- Supervises lower level staff and/or contractors;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties as required.

Employment Standards

Sufficient education, training, and experience to demonstrate the possession and direct application of the following knowledge and abilities:

Training and Experience Note:

Training and experience equivalent to possession of a Bachelor's Degree from an accredited college with a major in Architecture, Engineering (Civil, Mechanical, Structural or Electrical), Landscape Architecture, Construction Management or a closely related field;

AND

Seven (7) years of recent experience in architectural, landscape architecture or engineering project design and construction management or space planning as a fully licensed professional, of which, three (3) years must have been equivalent to that of a Capital Projects Manager II with the County of Santa Clara.

Special Requirements:

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Possession of a valid California Certificate of Registration as an Engineer or Architect (in one of the major technical disciplines related to construction, e.g., architecture, mechanical, electrical, structural or civil engineering,) or Licensure by the State of California Landscape Architects Technical Committee, may be required.

Possession of a California driver's license and the ability to qualify for and maintain a County driver's permit.

Some positions may require the incumbent to be able to obtain and maintain Department of Correction Security Clearance to work in locked facilities throughout the term of employment.

Knowledge of:

- Modern construction and design methods and practices;
- Roles and responsibilities of the various architectural/engineering disciplines, construction managers, contractors and other participants in the design/construction process;
- Basic concepts of cost estimating, budgeting, and scheduling techniques;
- Applicable California codes, laws and regulations pertaining to public building projects.
- Management principles and techniques in planning, design and construction of building projects;
- Methods and practice of budget and schedule preparation and management appropriate for large and complex design and construction projects;
- Contract negotiating methods and techniques appropriate for large and complex design and construction projects;
- Public financing methods and procedures;
- Principles and practices of organization, administration, supervision and personnel management;
- Public contracting law;
- Project deadlines and time constraints, both practical and contractual;
- Computer use and knowledge of various programs and applications relevant to position.

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Ability to:

- Analyze departmental needs relating to large and complex design and construction projects and prepare project scope, budgets, and schedules;
- Coordinate the planning and program administration of large and complex design and construction projects;
- Investigate, research and evaluate a wide spectrum of technical problems and develop alternate solutions;
- Provide guidance, advice, and assistance to registered professional consultants involving the approach to and the development and execution of design solutions;
- Negotiate contracts for consultant services for large and complex design and construction projects;
- Effectively communicate in oral and written form;
- Prepare project reports and correspondence;
- Make presentations to the public and various agencies.

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