

City of South San Francisco
Human Resources Department

Director of Capital Projects
Class Description

Definition

Under administrative direction from the City Manager, manages, coordinates, and directs the implementation of large and highly complex capital improvement projects, and provides leadership and support to City departments involved in various aspects of project design and implementation. This position exercises a considerable amount of independent judgment and discretion in directing operations to ensure that significant projects are delivered in a quality, timely, efficient, and cost-effective manner.

Distinguishing Characteristics

This single-position executive classification is distinguished from classifications within the professional engineering series in that the latter are primarily involved in the technical aspects of implementing capital improvement projects. This position is also distinguished by the nature of the projects assigned, where dedicated oversight and coordination by an executive staff member is necessary. Assigned projects are of a substantial dollar value and continue over a multi-year period, involve a high degree of cross-departmental and cross-disciplinary coordination, are highly visible and/or politically sensitive, and involve significant negotiation and consensus building among a variety of interested individuals and groups.

May supervise project managers, technical staff, and a variety of contractors on a project or full-time basis.

Typical and Important Duties

1. Plans, organizes, manages, directs, and the work of large and complex capital improvement projects, including the development, planning, design, implementation, and quality control of each project from inception to completion.
2. Directs the work of contract consultants retained to provide particular expertise in project studies, programming, development, design, or management.
3. Oversees the selection, hiring, and development of contracts with consulting firms;
4. Represents the City in complex contract negotiations and oversees the administration of contracts;
5. Plans, prepares, and communicates schedules and progress records of project activities and expenditures, and assist others in establishing project schedules and milestones. Develop critical path or project flow diagrams to plan, set and evaluate progress on project tasks.
6. Prepares and administers project budgets; prepares cost estimates and forecasts, establishes cost and schedule controls to ensure that all projects are completed in a timely manner within budget limitations.
7. Serves as the primary point of contact for project inquiries with City departments, other local governmental agencies and public utilities, contractors, consultants, residents, property owners, and community groups; develops and conducts community outreach and public participation processes.

8. Facilitates effective communication among stakeholders, ensuring all stakeholders are kept abreast of the status of the project; provide comprehensive project briefings to multiple stakeholder groups.
9. Establishes internal procedures and work agreements to delineate interdepartmental expectations and responsibilities; identifies and facilitates resolution of potential conflicts or issues.
10. Prepares comprehensive reports and gives presentations to City Council, boards, committees, commissions, and the public on all issues regarding assigned projects, including reports on project status, feasibility, site options, budget, schedule, design alternatives, or construction issues.
11. Plans, organizes, and leads project team meetings.
12. Directs, supervises, and coordinates the work of City staff working on assigned projects.
13. Other related duties as assigned.

Job-related Qualifications

Knowledge of:

- Principles and practices of project planning, design, construction, and management.
- Principles of contract development and administration.
- Principles and practices of public relations, consensus building, and conflict resolution.
- Principles and practices of budget development, implementation, and monitoring.
- Laws and regulations related to public works projects; contracts, agreements, plans, specifications, procedures, and forms associated with public works projects.
- Principles of leadership, management, and supervision.
- Computer applications related to capital project management.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of project goals.
- Work with a variety of stakeholders to foster cooperation, cohesion, and problem resolution.
- Organize and lead a team of interdisciplinary project staff and consultants.
- Develop and maintain collaborative working relationships with business partners, City officials, business and community groups, employees, other departments, divisions and agencies, and the public.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Use English language effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment within established policy guidelines.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Utilize all commonly used project management software, records systems, and commonly used business software.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible experience in construction project management, with substantial experience involving large, complex, and highly visible public projects and supervising interdisciplinary project teams.

Training:

A bachelor's degree from an accredited college or university with major coursework in business administration, public administration, construction management, engineering, architecture or a closely related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work Environment:

Ability to work in a typical office setting with occasional exposure to outdoor conditions including construction sites.

Ability to:

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours including evening and/or weekend meetings.

Additional Information:

- Approved: July 2019
- Revised Date: N/A
- Former Titles: None
- Abolished: N/A
- Bargaining Unit: Executive

- DOT: No
- Status: Classified/Exempt
- Job Code: N195