

CAPITAL IMPROVEMENT/DEVELOPMENT PROJECT MANAGER

TOWN OF ADDISON



972.450.2817
for more information



Please apply online at
www.addisontexas.net



Apply in person at:
5300 Belt Line Road
Dallas, Texas 75254

POSITION DESCRIPTION

Under general direction of the Assistant Director of Infrastructure and Engineering Services. Responsible for performing work related to the planning, development, and managing of capital improvement projects. Responsible for the review of new development projects as the private development interfaces with the public infrastructure. Responsible for the supervision of the Town's construction inspection division. Incumbent may also be asked to review and inspect private utility projects that are in the Town's right-of-way.

Responsibilities include proposing new projects, developing scope, negotiating fees, performing design development reviews, managing and coordinating construction activities, providing updates to general design standards. Duties involve a moderate number of tasks of average difficulty which require advanced knowledge of engineering concepts, construction, planning, and public works type operations. Employee is responsible to plan and organize their own work schedule within established guidelines and time frames. Works with limited supervision in a visible position which requires almost constant interaction with the public in situations that require considerable tact and judgment.

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, the following:

- Provides technical assistance and information to the Assistant Director, consultants, developers, citizens and Town staff on matters regarding capital improvements design and construction projects to ensure conformance with Town standards.
 - Manages review/construction inspection staff in the design review, construction coordination, and inspection of development and capital improvement projects.
 - Coordinates with the various division managers.
 - Manages the review of design and construction specifications and details, revisions, and requests for new material approvals.
 - Manages all phases of assigned capital or special projects.
 - Participates in the annual and long-term budgeting process.
 - Provides construction inspection related to capital improvement/development projects.
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ESSENTIAL FUNCTIONS, CONTINUED

- Participates in inter-departmental development review committee (DRC).
 - Reviews and negotiates scopes of work, contracts, invoices, pay estimates and change orders.
 - Responds to a broad range of requests for information, service, concerns, or complaints from citizens, businesses, governmental agencies, and/or other interested parties regarding a variety of engineering-related issues.
 - Gathers and analyzes data in order to respond to complaints from citizens. Makes recommendations for solutions based on research findings.
 - Provides project updates to the Assistant Director, Director, Deputy City Manager, City Manager, and City Council.
 - Performs related duties as required or assigned.
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MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

Bachelor's Degree in Engineering or Project/Construction Management. Five years of experience in Project or Construction management and Water/Wastewater certifications from TCEQ are preferred. Or a Bachelor's Degree in any field, with ten years of experience in Project or Construction management. For Engineers, Professional Engineering (P.E.) License or ability to obtain P.E. license within one year of employment.

Knowledge of:

- The position requires an advanced knowledge of the principles and practices of civil engineering and architectural design principles, construction means and methods, cost estimating, municipal government organization, and a familiarity with legal terminology related to contract documents.
- Advanced ability to research career field through literature, legal documents, reviews, and technical journals.
- Must have knowledge of both short and long-range capital improvement planning.
- The position also requires familiarity with software programs such as Adobe, AutoCAD, Microsoft Suite, online permitting and review platforms, and GIS.

Skill in:

- The position requires the ability to orally communicate effectively in both formal and informal settings, this position will have interactions with the public requiring high levels of tact and the ability to respond to stressful situations in a professional manner.
 - This position will perform contract and fee negotiations with potential consultants that requires the use of engineering judgement and tact.
 - This position will perform assignments and special projects with minimal supervision and must use independent judgement in the completion of tasks. Must have skill in decision making regarding implementation of policies.
 - The ability to prepare a wide range of written materials that communicate effectively to various audiences and the ability to operate a computer terminal and peripheral equipment.
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MINIMUM QUALIFICATIONS, CONTINUED

License and Certification Requirements

Job requires site visits to active construction sites therefore, a valid Texas Driver's License is required. For Engineers, Professional Engineering (P.E.) License or ability to obtain P.E. license within one year of employment.

ATTENDANCE REQUIREMENTS

This position will be required to attend City Council evening meetings as necessary. This is an exempt position; incumbent will be expected to work whatever hours are necessary to complete responsibilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment and at various construction site. Work is generally performed indoors but may involve limited exposure to outdoor weather conditions. May be exposed to potentially hazardous tools, equipment, machinery, and chemicals, and unsafe work sites.

BENEFITS & SALARY INFORMATION

- Annual salary range: \$79,115.14-\$118,672.84
 - Competitive compensation package with partially paid Health & Dental Insurance for employee from date of hire.
 - Addison participates in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.
 - Optional deferred compensation 457 Plan with Town contribution after new hire trial period.
 - Tuition reimbursement program at 50% of tuition cost.
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APPLICATION PROCESS

To apply, please submit an online application at www.addisontexas.net and attach your resume and letter of interest. For additional information about the **Capital Improvement/Development Project Manager** position, please contact Human Resources Analyst Caitlin Kite at 972.450.2817.

The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.
