



Position Description

Position: Capital Projects Manager

Last Modified: 3/28/2022

Nature of Work

The Capital Projects Manager is responsible for all phases of assigned projects, ensuring all required tasks are performed on time and within budget. This position is critical for the implementation of Spokane Transit's adopted plans and programs. Assigned projects are typically associated with one of three broad capital program categories: operational and passenger facilities, maintenance and administration facilities and high performance transit implementation. Operating projects with similar attributes to capital projects may also be assigned. Many of these projects are high profile with substantial interaction with partner agencies and entities. They are also subject to intense public scrutiny. Specific responsibilities include planning, scheduling, budget management, quality control, safety, and coordination of subcontractors and internal staff. The position manages relationships with consultants and contractors and develops project scopes, negotiates hourly rates, prepares reports, develops and maintains schedules and budgets, and ensures quality reviews are complete. The Capital Projects Manager is also responsible for the identification of scheduling and cost variances and the implementation of recommendations for corrective action for negative variance. Additional responsibilities include providing technical and quality guidance to the STA Executive Team as requested.

Supervision

Position is under the general supervision of the Deputy Director of Capital Development and receives direct supervision from the Infrastructure Development Manager.

Essential Functions

- Oversees contractors and consultants in successfully delivering assigned projects. Assigned projects will generally be defined in the adopted Capital Improvement Program.
- Coordinates with long-range planning efforts in developing the scope and schedule of each assigned project.
- Develops the scopes of work for each assigned capital project for review and approval and inclusion in STA's Capital Improvement Program and as a critical step in procurement of design and construction services.
- Prepares schedules, estimates and budgets that are complete, realistic, and fully meet project goals for each assigned capital project, and is responsible for adhering to the approved project schedules and budgets.
- In coordination with the Purchasing Department and others, participates in the procurement of professional and construction services for assigned projects.
- Supports any steering committees and special commissions and other internal and external stakeholders in their oversight of projects design and project delivery.
- Coordinates with STA Communications Department on public education efforts associated with project design development and delivery.
- Oversees and participates in the preparation of contract negotiations, changes orders, interpretation and compliance monitoring for contractors and design consultants for approval. Ensures strict adherence to Federal Transit Administration Third-Party Contracting regulations and guidance, state statutes and STA procurement policy. Ensures public works projects meet state and federal requirements for bidding and construction, including the Davis-Bacon Act.

- Manages the review and evaluation of development of and changes to engineering and architectural specifications. Leads and manages consultants' activities on all aspects of assigned projects. Resolves issues associated with contract fulfillment. Manages the process of resolving issues that arise between STA and contractors. Ensures contractors' deliverables meet contract specifications, timetables, and budget.
- Maintains close coordination with local and state transportation officials in ensuring integration of new transit facilities and operations within public rights of way.
- Ensures contractors obtain all required construction and right-of-way permits and adhere to applicable federal, state and local regulations during construction.
- Conducts site visits and attends off-site project meetings as necessary at various locations at varying times that may extend beyond normal business hours.
- Conducts project status meetings with STA staff, the STA Executive Team and with other groups as required.
- Coordinates all major events on assigned capital projects by assisting various work groups and contractors to solve mutually dependent items, calling conferences when necessary and chairing meetings. Works closely with the Facilities and Grounds Department in coordinating project activities on or within STA facilities.
- Ensures closeout project of each assigned capital project is performed in a complete and timely fashion.
- Maintains accurate records for each assigned capital project to ensure adherence to applicable federal, state and local regulations as well as established agency policy and procedures. Works closely with Finance and Purchasing departments in providing adequate documentation for audits and reviews by state and federal agencies.
- Provides support in the agency's efforts to identify future capital projects that advance the mission and priorities of Spokane Transit. Conducts research and prepares recommendations for complex project management, engineering and construction problems.
- Responds to request for information required for grant applications, project performance and status updates in a timely fashion.
- Represents STA's interests in assigned external meetings and supports the efforts of the Director of System Planning and Development Deputy Director and the STA Executive Team as requested in establishing STA's interest in plans.

Must be punctual, reliable and maintain regular attendance in order to contribute individually to the efficient and effective delivery of transportation service to the general public.

Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as dictated by their Supervisor and/or Spokane Transit.

Minimum Requirements

Training and Experience

Minimum of three to five years of progressively responsible experience as a project manager in a related design, engineering or construction field. A graduate degree in planning, engineering, architecture, construction

management or related field from an accredited school may substitute for up to two years of experience. A technical certification in project management may substitute for one year of experience.

License

Must possess a valid driver's license from the state of residence.

Physical Capabilities

The physical requirements of this position include accessing job sites that may require climbing a ladder, crouching or walking long distances. Office work is generally sedentary in nature. The position requires communication orally or in writing.

Must be able to receive detailed information through oral communication and to make discriminations in sound.

Exert up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.

Visual acuity to determine depth and field of vision.

Repetitive motions of wrist, hands and/or fingers.

Computer Skills

Extensive experience within the Microsoft Office environment, particularly Outlook, PowerPoint, OneNote, Word and Excel. Experience with AutoCAD and Microsoft Project. Ability to quickly learn new software programs.

Selection Factors

- Demonstrated history of successfully directing the development of design, engineering or construction projects of varying sizes from preliminary design through project completion.
- Demonstrated ability to quickly learn rules, regulations and policies.
- Demonstrated ability to leverage technology in communicating all facets of project management.
- Demonstrated project management experience.
- Demonstrated history of completing project on time and within budget.
- Working knowledge of federal and state rules and regulations related to construction.
- Demonstrated expertise in functioning in high-stress, high profile activities where scrutiny by the public is a given.
- Willingness to learn established policies and procedures while contributing to constructive improvements to said processes.
- Knowledge of management techniques and principles.
- Knowledge of intergovernmental relations (e.g. FTA, and other federal or state agencies).
- Advanced and/or specialized technical knowledge and skills.
- Communication and leadership skills to successfully complete assigned projects while soliciting and obtaining the good intentions and contributions of stakeholders, both internal and external.
- Demonstrated team building, conflict resolution and problem solving skills.
- Demonstrated planning, scheduling and budgeting skills.
- Skill in managing a number of projects or programs simultaneously.
- Knowledge of ADA requirements.



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Wage

Salary as provided for in the STA Salary and Compensation Policy.

AA/EEO Notice

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

Acknowledgement

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature