



CITY OF CHINO

Capital Projects Manager

Definition:

Under limited direction, plans, develops, renovates, and administers contracts of parks and related public facilities; plans, directs, manages, and coordinates the construction and renovation of City facilities; serves as a member of the Public Works Department's management team; and does related work as assigned.

Class Characteristics:

The Capital Projects Manager is responsible for overseeing major public facility construction and renovation projects.

Essential Functions:

- Develop and implement policies relating to the use of land for development of parks and related facilities; assist in the acquisition of land for future parks and facilities; inspect future park sites and work in progress.
- Plan, direct, and coordinate park and public facility planning activities; develop procedures to conduct activities; develop comprehensive plans to satisfy future needs for services.
- Represent the City and/or Department in relations with the community, commissions, other agencies, and organizations; participate in discussions regarding park development and renovation activities.
- Receive inquiries and provide information regarding park activities; interpret and explain policies and procedures; respond to complaints; investigate and resolve service problems.
- According to established procedures, authorize the purchase of equipment, materials, and supplies necessary to maintain park grounds, facilities, and programs; maintain records and prepare reports regarding materials, supplies, and equipment used in the completion of projects.
- Participate in the selection of employees; plan and implement employee training; evaluate employee performance; initiate disciplinary action.
- Develop and administer the Parks and Facilities Planning and Development division budget.
- Prepare and submit grant applications as appropriate to secure funding for park development projects; ensure that funds are allocated and expended as stipulated by the grant; prepare reports in application of expense reimbursement; track revenues collected for park development; assess developer impact fees related to open space.
- Prepare requests for proposals, review proposals, and select and hire consultants for selected projects; advertise for and review construction bids for selected projects; supervise and inspect completed work.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.

Capital Projects Manager

- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in park administration, park planning, public administration, or a related field.
- Master's degree in a related field (desirable).

Experience:

- Three years of increasingly responsible relevant work experience, including
- Three years of supervisory experience.

Considerable knowledge of:

- Principles and practices of park planning and development.
- Administration of construction contracts.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.

Working knowledge of:

- Office management.
- Principles of supervision.

Knowledge of:

- Principles of organization, administration, budget, and personnel management.
- Federal and state regulations relating to grant proposals.
- Safe working practices.
- Methods and techniques of research and statistical analysis, report preparation, administrative analysis, and problem solving.

Ability to:

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare, and present complex reports.

Capital Projects Manager

- Select, train, supervise, and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to city parks and facilities projects.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Develop new policies impacting Department operations/procedures.
- Interpret financial statements and cost accounting reports.
- Establish and maintain effective relationships with the community at-large, the City Council, and other public officials.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 10/6/09

Replacing Parks and Capital Projects Manager classification specification dated 10/10/06.

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