



## TOWN OF SURFSIDE

# CAPITAL IMPROVEMENT PROJECTS DIRECTOR

DEPARTMENT: CAPITAL IMPROVEMENT PROJECTS

EXEMPT

### GENERAL DESCRIPTION:

Under the general supervision of the Town Manager, oversees the planning and manages all aspects of project design, development, and implementation including preliminary technical research and feasibility analyses, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results. Responsible for guiding the work of contract professionals and operational staff. Works in conjunct with the Finance Department and Public Works Department to create the Town's Five-Year Capital Improvement Plan and seeks additional sources of funding for successful implementation.

### ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes, and controls departmental activities and directs appropriate personnel in all functions relating to capital improvement projects.
2. Seeks, secures and allocates alternative funding to supplement the Town's capital budget and provides associated grant and program administration.
3. Manages the Town's Five-year Capital Improvement Program and assists other Departments with each respective Five-Year Repair and Maintenance Plan.
4. Prepares and administers the department's budget.
5. Leads and directs the work outside professionals engaged in the planning, design and construction of capital Projects. Prepares project specifications and bid documents.
6. Performs construction project management for the Town's major capital projects from planning phase through design, permitting, procurement, construction and close-out.
7. Prepares budgetary and cost estimates also referred to Opinion of Probable Costs for individual projects.
8. Reviews and analyzes reports, budget, plans, specifications, bids, contracts, and other correspondence submitted from within the department or by outside utility agencies and consultants to insure compliance with prescribed standards, rules and regulations.
9. Inspects work progress and form conformance to contractual and established standards.
10. Coordinates work and scheduling requirements with supported departments.
11. Coordinates work with the public, related agencies and jurisdictions, as required.
12. Meets with public officials and civil organizations to explain various department projects and programs.
13. Serves as a focal point for the planning and construction management activities associated with capital projects.
14. Meets with department staff to discuss the priorities, scheduling, assignments, problems, and special projects or emergencies to insure proper and prompt action is taken towards resolving departmental situations.
15. Coordinates the different CIP construction project activities.

16. Develops, implements, evaluates, and maintains departmental programs.
17. Attends Staff meetings, Town Commission meetings, Development Review meetings, Planning and Zoning Board meetings and other related meetings as requested.
18. May function in any emergency management role or capacity in the ICS to include, Logistics, Operations, and Planning.
19. Works with Town Project Manager towards obtaining Grants and additional outside funding sources for Capital Improvement Projects.
20. Is responsible for the Town's list of pool engineering firms and seeks to have an active list on a periodic basis to ensure Town engineering needs' coverage.
21. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of principles, methods, materials, equipment, and practices of planning, engineering, construction, and project management activities.
- Extensive knowledge of the principles of general management, public and business administration, and their application to governmental administration.
- Extensive knowledge of supervisory principles and practices.
- Extensive knowledge of the principles and procedures used in budget preparation, justification, monitoring, and reporting.
- Considerable knowledge of plans, specifications, contracts, permitting procedures and general construction practices for major utilities and other civil building projects.
- Knowledge of organizational structure and function of governmental departments.
- Working knowledge of engineering and architectural principles and methods as applied to the design of municipal projects.
- Skilled in the management of people.
- Ability to plan, organize, manage, and direct engineers and other technical, trades and people in the development, implementation and management of a variety of municipal capital improvement projects.
- Ability to prepare, organize and maintain inspection field data, reports and systems.
- Ability to analyze complex situations, problems and data, and use sound judgement in drawing conclusions and making decisions.
- Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in an objective, concise, and professional manner.
- Knowledge of the Town charter and ordinances, codes and regulations pertaining to building, planning and zoning and urban renewal.
- Knowledge of the principles, practices and related Federal and State laws and regulations related to grant preparation and administration.
- Knowledge of Microsoft Office Suite, Geographic Information System (GIS) mapping application, and AutoCAD. Experience with Critical Path Modeling Scheduling.
- Knowledge of, and experience with sustainability programs.
- Ability to handle multiple projects simultaneously and use good judgement in prioritizing work assignments, including the ability to ensure accurate and efficient completion of assignments.
- Ability to communicate effectively, tactfully with elective officials, members of the public and staff.

- Ability to establish and maintain effective working relationships with the general public, elected officials, staff and other agencies.
- Ability to plan, organize, supervise and carry out complex research projects effectively.
- Ability to present the results of research effectively in oral, written and graphic form.

**EDUCATION AND EXPERIENCE:**

A minimum of a Bachelor’s Degree from an accredited college or university with major course works in Public or Business Administration, Civil Engineering, Construction Management, or equivalent.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications).

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver’s License
- Professional Engineer (preferred)

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate orally.
- Ability to lift, push, carry and pull objects and materials of light weight up to 30 pounds.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to effectively operate various office equipment items such as but not limited to a personal computer, calculator, copier and fax machine.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: New 5/9/2023

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager’s Signature:  \_\_\_\_\_