



## JOB OPENING

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### Capital Improvement Project Manager

**Salary Range:** \$75,000 - \$95,000

*Full-Time, Exempt position*

**Closing Date:** Open Until Filled

The Town of Miami Lakes is seeking an experienced Capital Improvement Project Manager responsible for managing all activities related to the delivery of the Town's capital improvement program (CIP). This position manages one or more complex engineering and construction implementations and/or ongoing projects through the entire project life cycle from initiation to closure; coordinates projects and activities with Town staff from various departments, residents, external consultants, construction contractors, and public agencies.

#### **Essential Duties:**

- Works with the Public Works Director and other staff to implement the Town's CIP.
- Evaluates and recommends professional consulting services for assigned projects; develops and disseminates Requests for Proposals (RFPs), Request for Qualifications (RFQs) and Invitation to Bids (ITBs); assists in the negotiation, preparation and administration of professional services, architectural/engineering services and construction contracts; and recommends and prepares amendments to professional services contracts.
- Develops, prepares, and monitors project budgets; submits budget justifications, and monitors and controls expenditures. Prepares or oversees the preparation of program budget forms, reports, and worksheets.
- Reviews and approves invoices from contractors. Monitors financial reports to ensure proper accounting of project expenditures. Coordinates with grants management, grants accounting, Accounts Payable, and Accounts Receivable to resolve issues.
- Prepares, reviews, and maintains project-related information, including project schedules, status reports, issues, risks and deliverables.
- Manages project coordination for capital improvement projects, including design, scope of work, cost estimating, contract administration, schedules and budgets.
- Requests, evaluates, negotiates and manages consultant proposals, design review elements, regulatory agency compliance, budgeting considerations in accordance to proper engineering standards.
- Acts as point of contact by responding and resolving inquiries regarding projects from residents, contractors and staff.
- Attends pre-bid meetings, bid openings, pre-construction meetings, and other meetings as assigned.
- Coordinates multiple projects with other Town departments, developers, architects, engineers and outside agencies.
- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, engineers and architects to evaluate construction progress; solves field problems; expedites construction efforts by evaluating contractor performance and recommending corrections of deficiencies.
- Coordinates change orders to contracts; keeps records of contingency allowances and consultants' payments
- Confers, advises, informs and makes presentations with and to Town departments, community groups, and individuals interested in projects included in the various capital programs
- Attends and participates in Town Council meetings, as well as outside business, government, and professional organizations. Makes presentations, as required. Manages, coordinates, and completes other special projects as assigned.



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- Performs emergency management duties, as assigned.
- Performs other duties as assigned by the Public Works Director.
- Conducts community-based meetings to receive input from residents and other stakeholders on projects.

### **Knowledge, Skills, and Abilities:**

- Considerable knowledge of plans, specifications, contracts, permitting procedures and general construction practices for civil engineering related projects.
- Considerable knowledge of capital project management, planning, design, construction and project administration.
- Extensive Knowledge of public works and engineering practices.
- Ability to plan, organize, manage, and direct engineers and other technical and trades people in the development, implementation and management of a variety of municipal capital improvement projects.
- Ability to plan, review, direct, supervise, coordinate, organize, and inspect public works/capital improvement plans, programs and activities.
- Ability to prepare comprehensive technical reports, estimates, construction and cost records is necessary.
- Ability to work independently and collaboratively on complex assignments and to analyze a wide variety of data.
- Thorough knowledge of all federal, state and local regulatory requirements applicable to project planning, design and construction.
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, peers, vendors and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise considerable initiative and independent judgment
- Ability to work outdoors, at times during adverse weather conditions and noise, which involves inspection and/or supervision of various construction sites and maintenance of Town roads
- Ability to establish and maintain effective working relationships with staff, contractors, and the general public.

### **Minimum Requirements:**

- Bachelor's degree from an accredited four-year college or university with major coursework in Civil Engineering, or closely related field;
- A Master's Degree, Professional Engineer (P.E.) Licensure, and/or Project Management Professional (PMP) Certification, a plus.
- A minimum of five (5) years of professional full-time experience involving engineering design, construction contract administration, and project management. Local government experience preferred.
- Florida Department of Transportation (FDOT) Local Agency Program (LAP) project experience, a plus.
- Ability to work extended hours which may include evenings, weekends, and some holidays;
- A valid Florida Driver's license is required.
- Bilingual (English/Spanish) is a plus.



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Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.

*The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.*

**To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: [Jobs@miamilakes-fl.gov](mailto:Jobs@miamilakes-fl.gov). Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.**

Approved:06/06/2019