



## JOB OPENING

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### Capital Improvement Project Manager

**Salary Range:** \$82,000 - \$104,186

*Full-Time, Exempt position*

**Closing Date:** Open Until Filled

**Reports To:** Director of Public Works

**Supervises:** Various contracted vendors

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 multiple 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, external consultants, construction contractors, and public agencies.

#### **Essential Duties:**

- Works with the Public Works Director and other staff to implement the Town's Capital Improvement Program.
- 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 Town staff from various departments and offices resolves issues.
- 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, sets projects schedules, design review elements, regulatory agency compliance, budgeting considerations in accordance with proper engineering standards.
- Acts as point of contact by responding and resolving inquiries regarding projects from residents, contractors, and staff.
- Prepares bid specifications and requests for proposals; attends pre-bid meetings, bid openings, and or pre-construction meetings.
- Coordinates multiple projects with other Town departments, developers, architects, engineers, and outside agencies.
- Prepares and reviews project schedules.
- 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.



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- Coordinates change orders to contracts; keeps records of contingency allowances and consultants' payments.
- Conducts project progress meetings with consultants, contractors, and construction engineering and inspection (CEI) consultants.
- Works with the Town's Grants Office to assist in identifying and preparing funding opportunities for Capital Improvement Projects.
- 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 needed, as well as meetings with outside business, government, and professional organizations and makes presentations, as required.
- Manages, coordinates, and completes other projects as assigned.
- Performs other duties as assigned by the Public Works Director.

### **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, as 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 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 public.
- Ability to work extended hours which may include evenings, nights, weekends, and some holidays.

### **Minimum Requirements:**

- Graduation from an accredited college or university with a bachelor's degree in civil engineering, construction management or closely related field.
- A minimum of three (3) years of professional full-time verifiable experience involving engineering design, construction contract administration, and project management.
- A valid Florida Driver's license is required.



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### **Preferred Qualifications**

- Local government experience.
- A master's degree in civil engineering or closely related field.
- Licensed Professional Engineer (P.E.) in the State of Florida and/or Project Management Professional (PMP) Certification.
- Advanced Maintenance of Traffic (MOT) Certificate.
- Bilingual (English/Spanish) is a plus.

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: 02/27/2024