Capital Project Manager/Assistant Director of Public Works

Salary Range: $83,531 - $128,935
“expected starting pay maximum is mid-range”

The Capital Project Manager/Assistant Public Works Director plays a key role in the development of the Town’s Community Investment Plan, prioritizing capital projects and construction contract oversight. Responsibilities include providing professional guidance and technical assistance to improve service delivery and infrastructure development and maintenance. Responsibilities also include assisting in preparing and managing both operational and long-term capital budgets, as well as managing a wide variety of small operational to large capital projects from inception to completion for either the Facilities, Operations, or Engineering Divisions. Assists Director with review of all operations to recommend best practices, effective and efficient services through independent research and monitoring special programs. The Capital Project Manager/Assistant Director of Public Works is required to exercise judgment in administering and implementing the department functions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Serve as Public Works Director during his/her absence or vacancy.

Minimum Qualifications

The qualifications required would generally be acquired with a Bachelor’s Degree in Engineering, Construction or Facilities Management, Project Management, Public Administration or related field and over five years increasingly responsible experience in project administration, construction management of public and/or private infrastructure, including three years in a supervisory capacity. An equivalent combination of experience and education may be substituted for the minimum qualifications contained herein.

Must have and maintain Motor Vehicle Driver's License. Licensure as a Professional Engineer in Connecticut desired. Knowledge of CAD software (AutoCad, MicroStation) and Geographic Information Systems (GIS), technology, and applications are desired.

Selection Process

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examinations. Offers of employment are contingent upon satisfactory results on a background check, pre-employment physical, drug screening and verification of information on the employment application.

Applications

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org and must be submitted to Human Resources along with a resume and cover letter. Applications accepted until sufficient applications are received. Applications accepted ONLY by mail, email – sdaley@bloomfieldct.org or at the Human Resources Department at Town Hall. Previous applicants need not apply.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability who may need this information in an alternative format or who may need accommodations during the testing procedure should contact the HR Department at 860-769-3544.

Posted 8-22-22
TOWN OF BLOOMFIELD
CAPITAL PROJECT MANAGER/ASSISTANT DIRECTOR OF PUBLIC WORKS

Department: Public Works Exempt Grade: M8

Position Purpose:
The purpose of this position is to effectively and safely administer the Town's Community Investment Plan including the overall development, planning, funding, and execution of capital projects. The position also serves as the Assistant Director of Public Works. This is a professional position that requires an individual to work with independence and limited supervision.

The Capital Project Manager/Assistant Director of Public Works performs senior-level and experienced professional work in the Public Works Department. Responsible for the management of capital projects and budgets. Plans, organizes and directs activities in the construction, care, maintenance and repair of all Town infrastructure, including facilities, grounds and roads. This position involves technical review of bid documents, contracts and building plans.

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Supervision:
Supervision Scope: Oversees and performs a wide variety of issues requiring responsible technical, administrative, management, and supervisory responsibilities requiring knowledge of Public Works Operations or Facilities.

Supervision Received: Works under the general direction of the Director of Public Works & Facilities.

Supervision Given: Supervises relevant Public Works Division staff, contractors, vendors, and consultants.
**Job Environment:**

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the staff in person or via phone; outdoor work includes inspecting outside operations for Roads or Facilities: under possible adverse weather conditions, including extreme hot and cold. Work also entails inspecting ongoing projects in the field or in town facilities which can involve exposure to loud noise, large equipment, fumes, chemicals, electrical shock, and extreme indoor and outdoor temperatures.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, radio and other standard office equipment and occasional operation of hand tools, power tools, and testing equipment.

Makes frequent contacts with all municipal departments requesting services, vendors, and trade and construction contractors; makes occasional contact with regional, state, and federal officials, consultants, and other public works departments and the general public. Communication is frequently in person, by telephone, fax, and email and in writing or at meetings. Contacts require a high level of patience and resourcefulness to influence the behavior of others or to resolve problems.

Errors in judgment or omissions could result in delay of service, monetary loss, and damage to equipment and building, injury to employees, personal injury and potential civil liability and legal ramifications.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Ensures safe and efficient operations of Public Works Department by serving as lead safety manager under the director of the PW Director.
- Directs and administers interdepartmental activities relating to the Five-Year Community Investment Plan.
- Researches and prepares special reports, seeks grants funding opportunities, and provides professional guidance and technical assistance in support of executing the projects of the Community Investment Plan.
- Prepares, monitors, tracks and analyzes all operating budgets; presents budget and capital budget to the Department Head.
- Develops division policies and procedures and assigns, trains and supervises staff. Consults with Director on such personnel actions as hiring, termination, and discipline.
- Assists Director with analysis of all facets of the public work operations, facilities, fleet and Engineering services to ensure operational and organizational efficiency. Makes recommendations to optimize service delivery. Engages appropriate vendors and
contractors to assist in the problem solving. Advises decision-makers on suggested courses of action, supported by both qualitative and quantitative analysis.

- Develops performance benchmarks and creates operational metrics to monitor effectiveness of efficiency and optimization of programs/initiatives.
- Serves as the “Accreditation Manager” for the Department’s American Public Works Association (APWA) Agency Accreditation program. Prepares policies and procedures for re-accreditation site visits by APWA.
- Serves as Public Works Director during Director’s absence including responding to emergency situations outside of the normal workday.
- Manages and coordinates the Capital Investment Plan projects assigned and administered by the Department of Public Works.
- Prepares bid documents and specifications to solicit bids on capital projects.
- Creates presentations and reports to communicate project status to key stakeholders.
- Develops project scope, preliminary cost estimates and related information for renovations, new construction, road maintenance and similar projects.
- Administers consultants hired to facilitate project design and/or development including review and approval of pay requisitions and budget monitoring.
- Monitors projects as to schedule and cost and prepare related reports.
- Plans, organizes and manages overall maintenance, repairs and capital planning for all Department managed facilities, grounds and roads.
- Monitors expenditures and project budgets; prepares contract specifications and bids documents, performs construction administration of projects under construction including review of pay estimates and change orders.
- Prepares grant applications and administers grants, including grant reporting and close out requirements.
- Advises the Director of Public Works on recommended long term capital project plans for Town’s Community Investment Plan.
- Performs other duties and tasks as directed.

Other Functions:

* Performs similar or related work as required, directed or as situation dictates.
* Acclimate and become familiar with all aspects of the Public Works Department duties and responsibilities.
* Continues professional development; keep abreast of new methodologies.
* Assists with supervision of staff during critical storm events and emergencies.
* Assists other department staff as needed to promote a team effort to serve the public.
* This position may serve as the successor to the Public Works Director.
Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor’s Degree in Engineering, Construction or Facilities Management, Project Management, Public Administration or related field and over five years of increasingly responsible experience in project administration, construction management of public and/or private infrastructure, including three years in a supervisory capacity. An equivalent combination of experience and education may be substituted for the minimum qualifications contained herein.

Special Requirements:
Must have and maintain Motor Vehicle Driver’s License.
Licensure as a Professional Engineer in Connecticut desired but not required.

Knowledge, Ability and Skill:
- Considerable knowledge of Construction management and administration, contracts, project specifications, bid documents and processes.
- Considerable knowledge of Civil Engineering projects, practices and principals.
- Knowledge of building trades and construction equipment.
- Knowledge of operating and capital budget and processes.
- Considerable written and oral communication skills.
- Skilled in Microsoft Office products (Word, Power Point, Excel, Outlook)
- Ability to lead, manage and directly supervise employees and contractors and to prepare and effectively communicate approved policies, procedures, practices, standards
- Ability to develop clear, comprehensive technical reports, correspondence and/or other written materials or presentations.
- Ability to develop, implement, and monitor a project budget(s).
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals.
- Considerable ability to read and interpret building plans and blueprints and apply information to construction work in the field.
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and municipal staff
- Ability to analyze and interpret regulations, specifications, codes, statutes and administer and enforce them.
- Ability to handle multiple projects and programs at one time
**Knowledge:** Thorough knowledge of the principals and practices of facility management or physical services operations; strong knowledge of the federal and state laws and environmental regulations affecting Public Works; Working knowledge of building systems or road construction projects; good knowledge of work hazards, safety practices and federal and state laws relating to safety; some knowledge of methods to monitor utility use and recommend energy efficient improvements; good knowledge of computer applications related to office operations; knowledge of municipal budgeting.

**Ability:** Ability to establish and maintain effective working relationships with other departments, state and federal officials, various groups and individuals; ability to assign, train, and supervise programs and staff; ability to manage operating budget; ability to prepare reports and maintain records; ability to give written and oral instructions; ability to read and describe safety procedures; ability to understand and explain policies and procedures; ability to motivate employees; ability to ensure contractors complete projects effectively; ability to research and analyze data to make recommendations for improved efficiencies of public works services.

**Skill:** Very good verbal and written communication skills; skill in using the above mentioned office equipment; Skill in motivating, training, directing and supervising employees; aptitude for working with people and maintaining effective working relationships with various groups to promote the best possible service delivery; Skills associated with handling numerous projects at one time; administrative and organizational skills; Knowledge of financial modeling principles and practices and budget tracking. Ability to scope package projects and administer outsourced services. Computer skills: Microsoft Office products (Word, Power Point, Excel & Outlook), CAD software (AutoCad, MicroStation). Knowledge of Geographic Information Systems (G.I.S), technology and applications.

**Physical and Mental Requirements:**

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
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<tbody>
<tr>
<td>Outdoor Weather Conditions</td>
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<tr>
<td>Work in high, precarious places</td>
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<tr>
<td>Work with toxic or caustic chemical</td>
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<tr>
<td>Work with fumes or airborne particles</td>
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<tr>
<td>Non weather related — extreme heat/cold</td>
<td>X</td>
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<tr>
<td>Work near moving mechanical parts</td>
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<tr>
<td>Risk of electrical shock</td>
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<tr>
<td>Vibration</td>
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<tr>
<td>Other-Road Traffic</td>
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<tr>
<td>Other-Emergency sirems</td>
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<table>
<thead>
<tr>
<th>Physical Activity</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
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</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
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<td>X</td>
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<tr>
<td>Walking</td>
<td>X</td>
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<tr>
<td>Sitting</td>
<td>X</td>
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<tr>
<td>Talking &amp; Hearing</td>
<td>X</td>
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<tr>
<td>Using hands/fingers to handle/Grip</td>
<td>X</td>
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<tr>
<td>Climbing or balancing</td>
<td>X</td>
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<tr>
<td>Stooping, kneeling, crouching, crawling</td>
<td>X</td>
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<tr>
<td>Reaching with hands and arms</td>
<td>X</td>
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<tr>
<td>Smelling</td>
<td></td>
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<tr>
<td>Bending, pulling, pushing</td>
<td>X</td>
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<tr>
<td>Other-Driving</td>
<td>X</td>
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<table>
<thead>
<tr>
<th>Lifting Requirements</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
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</thead>
<tbody>
<tr>
<td>Up to 10 pounds</td>
<td>X</td>
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<tr>
<td>Up to 25 pounds</td>
<td>X</td>
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<tr>
<td>Up to 50 pounds</td>
<td>X</td>
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<tr>
<td>Up to 75 pounds</td>
<td>X</td>
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<tr>
<td>Up to 100 pounds</td>
<td>X</td>
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<tr>
<td>Over 100 pounds</td>
<td>X</td>
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</table>

<table>
<thead>
<tr>
<th>Noise Levels</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Quiet (forest, isolation booth)</td>
<td>X</td>
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<tr>
<td>Quiet (library, private office)</td>
<td>X</td>
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<tr>
<td>Moderate noise (computer, light traffic)</td>
<td></td>
<td>X</td>
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<tr>
<td>Loud Noise (heavy equipment/traffic)</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Very Loud (jack hammer work)</td>
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<td>X</td>
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</table>

**Vision requirements**
- X close vision (i.e. clear vision at 20 inches or less)
- X Distance vision (i.e. clear vision at 20 feet or more)
- X Color vision (i.e. ability to identify and distinguish colors)
- X Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- X Depth perception (i.e. three dimensional vision, ability to judge distances and partial relationships)
- No special vision requirements

**Competencies:**
To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Design** - Generates creative solutions; Applies design principles; Demonstrates attention to detail.
Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balance team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership – Inspires respect and trust; Provides vision and inspiration to peers and subordinates.

Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Continually works to improve supervisory skills.
Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Strategic Thinking - Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks. Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality. Looks for ways to improve and promote quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Asks for and offers help when needed.

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