



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Capital Improvements Project Manager

The City of Falls Church is looking for an experienced project manager to assist in the management of capital improvement projects related to transportation, including corridor rehabilitation, streetscape, multimodal improvements, and utility undergrounding within an urban area, as well as other aspects of the City's Capital Improvement Program. Candidates must have experience in general civil engineering, project design management, construction documentation and field inspections. This position is a temporary, part time, as needed and is supported by CIP funds. This position will report to the CIP Engineering Manager.

Responsibilities:

Planning and Programmatic Functions

- Manages projects for the City's Capital Improvement Program (CIP).
- Coordinates the CIP with City's budget process.
- Assists with the management and prioritization of the City's infrastructure.
- Coordinates with various City program areas including but not limited to transportation, stormwater, sanitary sewer, general facilities and development services.
- Develops and manages project and programmatic budgets and schedules.
- Attends CIP project meetings and conferences and makes recommendations concerning budget issues.

Grant Coordination

- Participates in the grant application and administration for specific CIP projects.
- Provides assistance for the grant management (e.g., schedules, deliverables, procedures) for CIP projects and coordinates with grants administrator for reporting and documentation as required.

Project Management

- Manages capital projects from start to finish. (Design & Construction)
- Administers contracts or contract task orders related to planning, design, engineering and construction of capital projects.
- Guides City projects through the City's development planning process, including internal Project Charters.
- Recommends solutions and alternatives to technical problems arising during study and design phase.
- Coordinates and collaborates with DPW staff as well as other departmental staff, utility companies and others as needed to ensure satisfactory completion of projects.
- Ensures compliance with state and federal rules, standards and regulations including but not limited to USEPA; USACE; FHWA; VDOT; VADEQ; VADCR.
- Writes technical specifications for procurement and contract documents.
- Reviews all plans and ensures compliance with local, state, and federal guidelines.
- Shepherds construction projects through permitting and inspection processes.
- Oversees the preparation of structural and civil design drawings, technical specifications, and construction cost estimates of projects.
- Coordinates the work of consultant construction engineering inspectors for specific CIP projects.
- Supervises work performed under contract and maintains professional control of projects to completion.
- Conducts field inspections at projects, solves problems arising during construction phase.

Minimum Qualifications:

- Experience managing Federally funded projects and the VDOT LAP processes
- Knowledge of municipal construction issues, requirements, and practices, including perspective of construction and long-term maintenance costs
- Knowledge of municipal project funding, budgeting, cost control, and administrative practices and policies
- Schedule and financial flexibility to sustain anticipated variations in weekly work requirements/obligations
- Ability to work non-traditional hours for night and weekend meetings as necessary to reach stakeholders
- Understands public procurement processes – including innovative delivery methods
- Demonstrates good judgment regarding allocation of limited resources (time & money)
- Experience anticipating and mitigating development project risks or costs
- Ability to build effective partnerships with disparate constituencies
- Ability to organize and manage public meetings to achieve desired outcomes
- Capability to negotiate amongst multiple stakeholder groups to achieve consensus and/or to adeptly describe and justify decision making process

Preferred Qualifications:

- Bachelor's degree in business administration, management, accounting, or related field;
- An equivalent combination of training and 10+ years of experience may be considered.

Hours: Days and hours vary; must be flexible to work various times.

Salary or Salary & Benefits: \$60,000 - \$85,000, depending on qualifications. This is a temporary position with no benefits.

To Apply: Submit a resume or application to the City of Falls Church, Human Resources Division, 300 Park Avenue, Suite 102W, Falls Church, VA 22046, or via e-mail at hr@fallschurchva.gov. Resumes received by November 1, 2017 will receive priority consideration.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

10/17

All City Facilities Are Smoke Free

VA 17.59