

Capital Projects Manager

General Services

Hiring Range: \$65,101 - \$99,651

Deadline: 11:59 p.m. July 18, 2021

Chesterfield County's General Services Department is seeking a Capital Projects Manager. Under limited supervision, performs work of considerable complexity in managing various phases of construction, renovation and major maintenance projects from conceptual initiation through construction occupancy and warranty; planning, design, procurement and construction ensuring that projects are designed and constructed in accordance with local, state and federal laws, ordinances, regulations and codes, county standards, stakeholder needs, available budgets, identified scope, time schedules and other applicable requirements. Coordinates with county staff, contractors, consultants, vendors, and regulatory agencies for review and approval of plans and drawings, permit applications, and other regulatory reviews. Reviews drawings and specifications. Develops and monitors projects' budget; manages and approves contractor payments and change orders. Conducts and documents regular meetings with contractors, engineers, and consultants. Develops drawings and specifications on small renovation/major maintenance projects. Participates in interviews and negotiates contracts. Serves as contact for contractors, consultants, suppliers, and regulatory agencies to resolve issues on projects. Prepares various project status reports. Provides non-supervisory work direction to County field coordination staff. Perform other work as required. Successful candidate will possess a bachelor's degree in architecture, engineering, construction management, or a related field; minimum five years of experience (seven years preferred) in managing large and complex design and construction projects; or an equivalent combination of training and experience. Registration/certification (Registration Authority, Professional Engineer, Project Management) desirable, but not mandatory. Considerable knowledge of project management, architecture, engineering and facility management, as it relates to building design, construction and renovation processes; of project management principles, construction methods and materials; working knowledge of local, state and federal laws, ordinances, regulations and codes related to design, construction, and renovation of buildings/facilities. A basic knowledge to create simple architectural drawings and specifications for minor renovations projects preferred, but not mandatory. Ability to read and interpret complex plans and specifications; to administer contracts; to analyze and evaluate complex issues, make sound judgments, propose viable solutions and courses of action, and establish priorities. Energetic, self-driven and able to work independently under limited supervision; ability to work simultaneously on multiple projects; good time management and organizational skills. Ability to operate a personal computer and other standard office equipment. Ability to use AutoCAD preferred, but not mandatory; ability to provide reports, briefings/updates and communicate effectively orally and in writing; to develop and maintain effective working relationships with project stakeholders. **Current valid driver's license and good driving record required. Based on the Virginia DMV point system, record must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by applicant and presented at time of interview. Records must reflect at least three years of history and be dated within thirty days of interview date. Pre-employment drug testing, FBI criminal background check and education/degree verification required. This position is subject to working in high security areas governed by the US Department of Justice's "Criminal Justice Information Services (CJIS) Security Policy" and therefore requires successfully passing a more stringent criminal background check. A Chesterfield County application is required and must be submitted online by deadline. Visit**

chesterfield.gov/careers to view instructions and to complete and submit an application (804) 748-1551.

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