

CAPITAL IMPROVEMENTS MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for all the activities of the Capital Improvements (CIP) and Environmental Quality (EQ) Divisions and Rights-of-Way (ROW) Section of the Lafayette Consolidated Government, which includes a substantial capital budget, project administration, engineering, as well as local, state and federal environmental regulatory compliance. Incumbent reports to the Director of the Department of Capital Improvements, and has supervisory responsibility for a professional, technical, supervisory and managerial staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Establishes project deadlines and participates in project timeline management. Provides engineering guidance, establishes standard specifications, and ensures modern methods used in activities related to public safety, roads, and bridge projects. Reviews request for related professional service contracts. Negotiates timelines with consultants for contracts before execution. Monthly monitoring of progress on design contracts. Monitors and expedites CEA's with the office of FP&C and LA DOTD. Oversees and participates with evaluations and assessments of future infrastructure and maintenance needs. Evaluates and recommends projects for capital outlay requests, LCG budgets, and grant/federal funding. Approves invoices for payment, all ongoing fiscal/budgetary activities/revisions within line items prior to submittal to Director for final approval. Implements and assists in facilitating procedures and control measures to prevent delays in project design and construction timelines.

Oversees the supervision of all activities related to commercial development plan review and construction. Performs review and assessment of proposed changes to regulations related to CID review, as needed. Provides recommendations to Director and Administration. Meets and coordinates with developers, consultants, and staff to ensure effective and accurate interpretation of local codes and oversees compliance with local codes and State and Federal regulatory requirements (i.e., no rise certification) for projects. Provides engineering guidance, establishes standard specifications, and ensure modern methods used in project management activities.

Supervises and oversees all activities in ROW section. Oversees acquisition procedures and provide problem-solving as necessary. Supervises and ensures effective project coordination and communication. Implements policies and methods to facilitate priorities across support divisions and prevent project delays. Establishes project priorities regarding ROW negotiation and acquisitions. Ensures timely coordination with Legal Department.

Supervise CIP estimates section. Establishes reporting protocols for project status, timeline management (Smartsheets), funding, and administrative reporting. Develops project budget for forecasting and estimating total costs.

Supervises and oversees all activities in the EQ Section. Coordinates and approves all Private/Public Outreach Programs and services related to Garbage Services contracts, Debris Drop-off operations, mosquito abatement programs, regulatory compliance initiatives/ permitting, and compost facility operations. Supervises and oversee enforcement of EQ compliance efforts for related ordinances, violation mitigation, and contractual services. Reviews and approves all procurement packages, RFP, RFQ, and contractual agreements for all related EQ division services. Constituent Services related to violations, compliance issues, and problem resolution.

Regularly updates the Director and schedules various Manager Meetings, as needed. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of civil engineering and construction practices for streets, storm drainage, municipal building and as related to development review.

Thorough knowledge of appropriate bond covenants, ordinances, budgeting and contractual payment policies and procedures.

Knowledge of standard procedures of rights of way acquisition, appraisal and relocation, as well as the lawful basis for taking property.

Ability to estimate costs of large public works projects accurately.

Ability to retain and communicate information on progress of several projects simultaneously.

Ability to analyze engineering and architectural plans as well as contract documents, and ensure projects are completed within budget.

Ability to form and maintain productive working relationships with public, employees and elected officials.

DESIRABLE TRAINING AND EXPERIENCE

BS Civil Engineering with PE and substantial progressively responsible experience in municipal civil engineering, construction and capital improvement contact administration, cost estimation and control.

Registration as a Professional Engineer in the State of Louisiana or with a State having reciprocity with Louisiana.