



CITY OF SAN ANTONIO
invites applications for the position of:

Capital Programs Manager

SALARY: \$81,500.12 - \$138,550.10 Annually

CLOSING DATE: 05/20/19 11:59 PM

JOB SUMMARY:

Under administrative direction, is responsible for performing professional level work directing the activities of a division which provides a broad range of management, contract administration, architectural/engineering services, provides oversight and direction in the administration of Planning, Project Delivery, Planning & Programming, Project Management, Facilities Maintenance, construction contracts and construction services for the development and implementation of Capital Improvement Projects. Working conditions are primarily in an office environment. Exercises direct supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS:

- Develops administrative and operational plans in conjunction with the Department Director in order to accomplish project completion as efficiently as possible.
- Formulates overall Operational Maintenance and Capital Projects implementation strategy.
- Coordinates architectural and engineering design with all federal, state, local City of San Antonio and surrounding municipalities, prospective tenants, and parties and groups interested in undertaking a project(s).
- Prepares project status reports based on project management team reports and feedback.
- Compiles construction data and coordinates with City Public Service (CPS), San Antonio Water System (SAWS), and public, private and franchised utility companies to expedite the relocation of utilities.
- Establishes priorities and goals for project control teams.
- Leads and/or participates in the preparation of Requests for professional, personal services, equipment solicitations.
- Leads and/or participates in evaluations and selections of firms, companies, or individuals for purposes for providing a service to the Department related to design construction or consulting related activities.
- Reviews plans and specifications for new construction or maintenance projects.
- Participates in meetings with other City Management staff to address infrastructure related issues and develops solutions.
- Visits project job sites and reviews program delivery reports.
- Prepares budget input data.
- Prepares council agenda items (i.e.; proposal acceptance, services contracts, additional fees, construction contract award, field alterations, additional construction funds, railroad and State Highway agreements)
- Leads and/or participates in the development of scope and finalization of cost for projects.
- Directs, monitors and provides instruction for the initiating and updating of project budgets, schedules, project definitions, and delivery procedures.
- Attends community meetings to provide project updates and solicits public input.
- Initiates and revises project cost data reports and approves payments to consultants, contractors, etc.
- Prepares and submits program funding needs.
- Initiates and monitors Engineer contract schedules and maintains Engineer master lists.
- Performs related duties and fulfills responsibilities as required and as directed.

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Five (5) years of increasingly responsible experience in Management Administration, Budget/Finance, or Capital Projects Administration, including knowledge of construction management.
- Valid Class "C" Texas Driver's License.

PREFERRED QUALIFICATIONS:

- Proficiency with GIS.
- Working knowledge of relational databases (SQL, ACCESS).

- Five-Ten years' working with a Public Agency that maintains municipal infrastructure.
- High Level of proficiency working with Microsoft applications.

HOW TO APPLY:

- For more information regarding the position, visit the City of San Antonio's employment website at the following link for a complete job description and to submit your application:
<http://www.sanantonio.gov/HR/CareerCenter.aspx>