



**NOTICE OF VACANCY
February 22, 2016**

POSITION: Director of Capital Project Management

DEPARTMENT: DPW - Capital

SALARY: M9 \$80,278 - \$95,939

HOURS: Monday – Friday 7:30am to 4:00pm

Position Purpose:

Manages and coordinates the execution of the comprehensive capital improvement program for the Town's water, wastewater, stormwater, and roadway infrastructure systems including design, financial management & contract procurement, construction and contract management. Performs all other related work as required.

Essential 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.)

- Manages, organizes, coordinates, and monitors activities and functions of the department's capital improvement program; responsible for overseeing the execution of water, wastewater, and stormwater, and transportation capital improvement projects.
- Participates in the contractor bid review and selection process.
- Responsible for construction quality control.
- Oversees the RFP/RFQ process for the selection of engineering consultants and owner project managers.
- Responsible for evaluating consultant and owner project manager performance.
- Develops/tracks program and project budgets, schedules, work plans, labor utilization, and cost estimates/projections.
- Ensures that construction progress is thoroughly documented by the consultant and project manager.
- Serves as the point of contact with Town Counsel's office on litigation matters.
- Ensures environmental permit compliance.
- Manages contract compliance including adherence to change order and claims provisions.
- Ensures all contractor activities are confined to the public right of way, town property, or valid easements and rights of entry.
- Oversees the project closeout process including ensuring contracts are closed, financial reimbursements have been received, regulatory permits are complete/recorded as necessary, and record drawings, tie cards, and other project documents have been properly filed.
- Analyzes and prepares written reports on program performance.
- Oversees a project manager training program.

Essential Functions:

- Works with other town employees and private organizations to facilitate program implementation and completion.
- Meets with community representatives and developers to review proposed projects and activities.
- Performs all other duties as required.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Civil Engineering; Seven to ten (7-10) years' related progressive experience with a focus on municipal public works preferred; or any equivalent combination of education, training and experience. Registered Professional Engineer in MA; Certification as a Public Purchasing Officer (MCPPO) within 6 months of appointment. Class D Motor Vehicle Driver's License.

Knowledge, Ability and Skill:

Knowledge: Extensive knowledge of civil engineering principles and practices such as roadway design and construction techniques, traffic signal design, storm water drainage design/construction, hydraulics and hydrology. Knowledge of land use, planning and surveying techniques. Knowledge of Town government and geography including public works-related infrastructure and landmarks within the Town. Knowledge of the state procurement laws and regulations. Working knowledge of computer applications to engineering, working knowledge of local and state regulations.

Ability: Ability to plan, assign and supervise employees engaged in a variety of public works construction and maintenance operations. Ability to establish effective and harmonious working relationships with Town officials, departments, state agencies and the public. Ability to prepare and administer budgets and prepare detailed reports. Ability to use and understand AutoCAD.

Skill: Strong interpersonal skills, excellent written and verbal communication skills, proficient computer skills including MS Office applications and specialized software including AutoCAD.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the direct supervision of the Chief Engineer.

Supervision Given: Manages 4 full-time employees, and 1 seasonal.

Job Environment:

- General office conditions, field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites, the workload is subject to seasonal and weather-related fluctuations, responds to emergencies, operates telephone, computer, hand power tools, survey equipment, computer and standard office machines.
- Makes frequent contact with municipal, state and federal representatives, Town officials, engineering consultants, and the public. Contacts are in person, by phone, email and email and involve an information exchange dialogue.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, personal injury to self and/or others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.