



CLASSIFICATION NO. 889
Established: 9/05
Revised: 12/07
Archived: 1/13
Reactivated and revised: 6/22
FLSA: Exempt
EEO: 2

CAPITAL PROGRAM MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct, and manage a program to create, deliver and maintain a reliable water infrastructure to support growth and development including overseeing engineering services and staff, oversee, develop, implement, coordinate and manage construction of capital improvement programs and to do other work as required.

DISTINGUISHING CHARACTERISTICS

Clackamas Water Environment Services manages and operates the County's utility service districts, which includes wastewater treatment facilities, conveyance and collection systems, pumping stations, and storm and surface water facilities and structures.

The Capital Program Manager is responsible for the overall management of activities related capital improvement programs and projects, which may include facilities planning, design, capital construction, system development and other projects to provide capacity to support growth and reliable infrastructure. The Capital Program Manager is responsible for wastewater and surface water system engineering, long and short-range planning, program development, project design, and construction management. The incumbent supervises and/or provides general direction to supervisory, professional and technical staff.

The Capital Program Manager differs from the WES Technical Division Manager, as the later requires Registration as a Professional Engineer in the State of Oregon.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and maintains the capital program including facilities planning of treatment plants, conveyance system and stormwater master planning. Based on planning, responsible for integrating planned improvements to deliver an implementation plan that recognizes delivery efficiencies and project integration as required to eliminate stranded assets and provide the highest efficiency of the use of rate payer dollars; advocates for, and communicates to decision makers the technical solutions required for capacity and reliability of the wastewater and surface water system; oversees a technical advisory team.
2. Develops and implements capital project engineering policies, goals, objectives, specifications, and standards; supervises preparation of the engineering and capital work program; ensures provision of services is in compliance with Federal and State statutes, rules and regulations.

3. Directs and coordinates short and long range capital improvement planning activities; participates in negotiating intergovernmental agreements with cities and other jurisdictions to implement long-range plans; analyzes the impact of growth trends on facility performance and regulatory requirements; coordinates cost estimates from capital planning documents with long range financial models to estimate user rates; reviews member city facility, basin and capital improvement plans; coordinates acquisition of project properties; facilitates, monitors and coordinates review and input on facility design.
4. Hires and directs division staff to provide quality services to citizens, department employees and other County department staff; prepares performance evaluations; recommends and administers progressive discipline; conducts, coordinates and/or facilitates staff training and development programs; promotes professionalism and cooperative team efforts among staff, department personnel and with other County department; may participate in the collective bargaining process as a member of the negotiating team.
5. Develops and recommends annual budgets for the Capital Program; develops short and long range Capital Improvement Plans for the department; prepares budget justifications and personnel requests; monitors expenditures and encumbered funds; develops, reviews and updates policy regarding project and operational funding from user fees, system development charges and assessment districts.
6. Coordinates engineering programs and projects; facilitates, monitors and coordinates review and input on facility design; reviews technical publications, guidelines, and manuals.
7. Oversees construction activities; determines compliance with construction drawings, schedules and budgeted costs; monitors quality control and inspection processes; administers payment and change orders within County policies; researches, negotiates and makes recommendations for resolution of claims made by contractors.
8. Directs the preparation, coordination, review and negotiation of contracts for professional, technical, consulting, construction and other services; assesses contractor activities for compliance with contract provisions, budgets and schedules; reviews and approves expenditures for compliance with contract terms and County policies; researches, negotiates, and make recommendations for resolution of claims made by contractors.
9. Represents the department to public and private agencies and groups; makes technical presentations before commissions, boards and the public; responds to citizen inquiries and complaints; researches, mediates and resolves technical, sensitive and/or controversial issues and concerns for internal and external customers; coordinates department work efforts and objectives with other county departments or divisions and the community; represents the department to elected officials, outside agencies, the community and media.
10. Serves as a liaison to County staff, board of commissioners, citizen and technical advisory committees and community groups; conducts public involvement programs for planning projects.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of civil and environmental engineering; federal and state rules and regulations related to wastewater collection and treatment, including wastewater treatment process and surface water management.

Working knowledge of: Wastewater facilities, operations and maintenance practices; principles and practices of public administration, including management analysis, organizational design and personnel management; principles of engineering related to electrical and control systems, hydrology, and drainage; environmental laws and regulations; principles and techniques of project management; principles and techniques of contract, budget and grant administration; federal, state and local laws, rules and regulations applicable to assigned project/program area; government financing methods and funding sources; state and local government operating methods and procedures; techniques of negotiation and public relations.

Skill to: Prepare and implement integrated, optimized long-range wastewater and stormwater programs. Plan, implement and communicate management goals, objectives and standards; establish priorities for engineering services; plan and implement engineering improvements; prepare, negotiate and administer contracts and intergovernmental agreements; ensure completion of capital projects within established budget, time and legal guidelines; manage complex civil and environmental engineering program and projects; analyze technical engineering reports and records to resolve technical issues and concerns; interpret operational information and reports to assess facility performance; interpret and apply appropriate regulations, codes, and safety standards; manage and evaluate personnel; review and monitor operating budgets; communicate effectively, both orally and in writing; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; address changes desired by citizens and County staff; establish and maintain effective working relationships with the public, County personnel and other government agencies.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of 9 years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position. Civil or environmental engineering disciplines are required.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Certificate of registration as a Professional Engineer in the State of Oregon. (Registration in another state acquired by examination will temporarily fulfill this requirement provided Oregon registration can be obtained within one year of employment.)

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.