



CITY OF PACIFIC

JOB DESCRIPTION

CAPITAL PROJECTS MANAGER

Department: Public Works

Reports to: Public Works Director

POSITION SUMMARY: The Municipal Capital Projects Manager plans, coordinates, and oversees the development and delivery of city-wide capital improvement projects from concept through completion. This position manages infrastructure and facility projects including roads, utilities, parks, public buildings, transportation systems, and other public works improvements. The Manager ensures projects are delivered on schedule, within budget, and in compliance with grant and loan requirements, public works bidding and procurement standards, applicable laws, regulations, engineering standards, and all municipal policies.

DUTIES AND RESPONSIBILITIES: With oversight from and in cooperation with the Public Works Director this position manages all phases of municipal capital improvement projects from planning and design through construction and closeout. Ensures projects are completed on time, within budget, and in compliance with applicable regulations, safety standards, and quality expectations. Administers the City's Capital Improvement Program (CIP), including project budgeting, scheduling, procurement, contract administration, grant coordination, and financial reporting. Coordinates with consultants, contractors, regulatory agencies, utility providers, internal departments, and community stakeholders to support successful project delivery. Provides leadership in infrastructure planning, public communication, environmental permitting, and resolution of construction and project-related issues while maintaining accurate project documentation.

Essential functions of this position include, but are not limited to:

- Manage all phases of capital projects including planning, design, bidding, procurement, construction, and closeout.
- Develop and administer the City's Capital Improvement Program (CIP).
- Coordinate with consultants, contractors, engineers, architects, utility providers, regulatory agencies, and internal departments.
- Prepare project scopes, schedules, budgets, cost estimates, and funding strategies.
- Monitor project progress and ensure compliance with contract requirements, safety standards, and quality expectations.
- Oversee procurement processes including Requests for Proposals (RFPs), Requests for Qualifications (RFQ's) bid evaluations, and contract administration.

- Review engineering plans, specifications, reports, change orders, and pay applications.
- Working closely with the Finance Department to develop budgets, track project expenditures and prepare financial reports for management, elected officials, and grant agencies in accordance with law and City policy and procedure.
- Identify and pursue approved grant opportunities, apply for grants, and assist with grant administration and reporting requirements.
- Conduct public meetings and communicate project updates to residents, stakeholders, boards, and City Council.
- Working closely with the Community Development Department coordinate environmental reviews, permitting, utility relocations, and right-of-way acquisition activities.
- Report and resolve project-related issues, conflicts, and construction challenges in a timely manner.
- Maintain accurate project documentation, records, and reporting systems in accordance with City policy and procedures.
- Supervise assigned staff, consultants, and contractors as applicable.
- Support long-range infrastructure planning and asset management initiatives.
- Perform all functions with an understanding and consideration of the project impacts on other departments, plans, workload, budgets, and the City-wide mission.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of municipal infrastructure design and construction practices.
- Knowledge of project management principles, procurement, bidding, budgeting, and contract administration.
- A high level of understanding of local, state, and federal regulations related to public works and capital construction.
- Ability to manage multiple complex projects simultaneously.
- Strong analytical, organizational, and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to establish and maintain effective working relationships with co-workers, public officials, staff, contractors, consultants, and the public.
- Ability to interpret engineering drawings, technical specifications, and legal documents.
- Plan, organize, and schedule projects to meet deadlines.
- Use a PC, Microsoft Office software programs, specialized software programs including project management and GIS Systems, copier, fax, conventional and cellular telephones, audio recording devices and all other typical office machines.

DESIRED QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree in Civil Engineering, Construction Management, Public Administration, Architecture, or a related field.
- Five (5) to seven (7) years of progressively responsible experience in capital project management, public works, engineering, or construction management.
- Valid driver's license required.

Preferred Qualifications

- Professional Engineer (PE), Project Management Professional (PMP), or Certified Construction Manager (CCM) certification.
- Experience with grant-funded infrastructure projects.
- Experience presenting to governing boards or public agencies.
- Three (3) years experience managing municipal or public-sector infrastructure projects.

OR a demonstrated combination of Knowledge, Experience and Education that clearly demonstrates the ability to perform the essential functions of the position.

PHYSICAL REQUIREMENTS:

- *Walking and standing on uneven and difficult terrain, ability to lift boxes and objects up to 50 pounds; fine motor skills; auditory, verbal, and visual ability.*

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 accommodation may be made to enable individuals with disabilities to perform these essential functions.

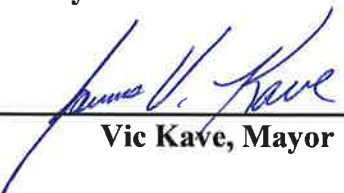
WORKING CONDITIONS:

Work is performed in both office and field environments. Frequent interaction with contractors, consultants, elected officials, and the public. Occasional evening meetings and attendance at public hearings will be required. Field visits may involve exposure to construction sites, traffic, weather conditions, and uneven terrain.

This job description describes the principal duties of this position, the general level of knowledge, and skill required, and the general scope of responsibility. It should not be considered an all-inclusive listing of duties, responsibilities, or qualification requirements.

The City of Pacific is an Equal Opportunity Employer.

Approved by:



Vic Kave, Mayor

Dated: 7/2/2026