



Capital Projects Manager

City of Kenmore

SUMMARY

Manages simple to complex capital improvement projects, including management of public involvement, scoping of work for all project phases, overseeing consultants, and meeting schedule and budget objectives. coordinate assigned activities with other divisions, departments, outside agencies, and utilities; establish and maintain cooperative working relationships with co-workers, other departments, outside agencies, consultants, contractors, and citizens; grant management (federal and state) and to provide highly responsible and complex administrative engineering support to City departments. Because of the small number of city employees, each staff member is expected to perform a wide range of office duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the development and construction of multiple and diverse capital projects including streets, drainage, walls, bridges, pavement, pedestrian/bicycle facilities, and traffic signal systems, maintaining safety and accessibility throughout.
- Develop work scope and fee for all project phases (design, right of way, construction). Coordinate the selection and management of design consultants, contractors, and professional service providers; monitor contract expenses and consultant/contractor performance.
- Provide estimates and forecasts of costs for capital projects; provide assistance in the development of long-range plans for City facilities, research and prepare projections related to expenditures, revenues and needs.
- Manage the development of project plans, schedules, bid openings, contract awards, construction progress, inspections and project close-out for all capital projects; identify problems and recommend solutions throughout the project. Meet schedule and budget objectives for projects.
- Manage grant funding requirements including reporting, tracking, and preparing timely reimbursements on projects. Maintain a high level of understanding of federal and state funding requirements.
- Coordinate assigned activities with other departments and outside agencies and establish and maintain cooperative working relationships with co-workers, other departments, utilities, consultants, funding partners, WSDOT, utilities, contractors, business owners and citizens.
- Coordinate right of way agreements with property owners during design and construction of capital projects.
- Monitor compliance with construction standards and other requirements such as those for performance bonding, prevailing wage, materials testing and submittals, payments, inspections, and permits.

- Manage public involvement process. Provide information to the public regarding the Capital Improvement Program, including streets and drainage; respond to questions and resolve complaints as needed; attend community meetings and make presentations related to capital and special projects.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of project management.
- Prepares and makes presentations to City Council, funding partners, other agencies and community groups as needed.
- Serves in the Emergency Operations Center during emergencies or disasters. May serve as section chief.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge & Skills:

- Operational characteristics, services and activities of project management.
- Methods and techniques of field inspection, surveying, drafting and design.
- Permit requirements for structures, stormwater facilities, and other facilities near wetlands and bodies of water.
- Principles and practices of local budget preparation and administration.
- Principles and practices of negotiation and good communication (written and oral).
- Principles of business letter writing and basic report preparation.
- Pertinent Federal, State and local laws, codes and regulations, specifically requirements of Federal Aid projects.
- Fundamentals of engineering design for roadway, bridges, walls, surface water or other infrastructure projects including regulatory requirements and/or design standards.
- Methods and standard requirements for structure and surface water design utilizing applicable state and federal standards.
- Sufficient interpersonal skills to exercise patience and discretion in communications with others inside and outside the organizations, and to communicate technical concepts to others.

Abilities:

- Facilitate communication and collaboration throughout the project with internal staff, the community, utilities, consultants, funding partners, permit agencies, and other stakeholders.
- Oversee and participate in the management of a comprehensive capital projects program.
- Review development plans and specifications for accuracy and to assure project objectives and City requirements are to be met.
- Inspect construction work for completeness and proper work methods.
- Oversee City capital improvement projects: design, right of way acquisition, permitting, environmental documentation, construction management, grant applications/management/reimbursements.
- Scope, negotiate fee, oversee, direct and coordinate the work of consultants and other project staff.
- Prepare and review engineering estimates for a variety of projects including design, administration and construction costs.

- Manage multiple complex capital projects under strict deadlines with limited direction.
- Work independently and with a team.
- Effectively lead outreach efforts with the community including facilitating public meetings, responding to inquiries, preparing information for website and distribution.
- Lead a team including establishing accountability and obtaining results from individuals from different workgroups.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing. Must be able to have difficult and direct conversations and ability to negotiate balanced outcomes based on the needs of all parties.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work and be on uneven surfaces out in the field.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires a bachelor's degree in civil engineering, planning, architecture, or related field and
- Six years' experience in a similar position.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- May require a valid driver's license.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, proximity to moving equipment and construction activity.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. Requires travel from site to site and extensive public contact. Add the following information as applicable to the position: [This position is eligible for a partial teleworking arrangement]. [This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary].

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Public Works Operations

FLSA: Exempt

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