

EXHIBIT B

CITY OF HALF MOON BAY JOB SPECIFICATIONS

Capital Improvement Projects Manager

DEFINITION

The Capital Improvement Projects Manager (CIP Manager) is responsible for the implementation of its Capital Improvement Program. Responsibilities include BID development and review, cost **control and** analyses, budget and grant **compliance and** oversight, schedules, project and construction management, coordinating the preparation and review of design and construction documents, and related reports on the development and alteration of City facilities. The CIP Manager will coordinate work with consultants, City staff, contractors, partnering agencies and the public, and perform other duties as required.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Contracts Services Manager

IMPORTANT AND ESSENTIAL DUTIES

The ideal candidate will have a degree in Engineering, Construction Management, Architecture or closely related field and five years' experience as a project/construction manager of medium to large capital projects for a local, state or federal agency, general contractor or developer. Additionally, the successful candidate will have:

- Excellent analytical and report-writing skills to formulate and write comprehensive technical reports, specifications, BID's and business correspondence.
- Direct and manage staff to complete projects and develop good working relationships and communication
- Effectively communicate and understand city ordinances, state and federal compliance and regulations and follow standard protocols
- Review design plans, participate in changing plans and working with contractors on the best approach to changes or implementation
- Assure implementation of plans and projects in a timely and efficient manner and all partners are including in the planning
- Manage capital improvement programs, budgets and contracts along with the Contracts Manager

- Direct and monitor a large number of projects simultaneously while managing the partners and players involved in such programs
- Proficiency in the use of computers for complex spreadsheets, word-processing, cost-tracking, scheduling and project management programs.
- Experience in various project delivery systems and following through with implementing projects to finalized stages
- Excellent budget management skills and proven ability complete projects within budget.
- Familiarity with environmental regulations and compliance requirements.
- Ability to work with and manage diverse teams including consultants, staff and contractors.
- Ability to establish and maintain effective working relationships with clients and co-workers.
- Superior communication skills, both orally and in writing.
- Forward thinking and innovative planning and program management skills

QUALIFICATIONS

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the qualification would be:

Experience:

Five years as a project manager of medium to large capital projects which resulted in the completion of buildings or structures.

Education and Training:

Graduation from an accredited college or university with major in Architecture, Engineering, Construction Management or a closely related field

Knowledge of:

- Principles and practices of project management, statistical and fiscal analysis, and report preparation.
- Grant requirements and compliance procedures and reporting
- Architectural planning and design practices
- Architectural detailing and standards
- Building construction materials and methods
- Structural, mechanical and electrical engineering principles as related to capital projects; project development, management and scheduling
- Negotiating contracts within a capital improvement environment
- Project budget preparation and control

- Codes, ordinances and laws concerning building design and construction
- State codes and City ordinances relating to the management of construction projects Construction administration and monitoring
- The application of the bidding process as it relates to California
- Computer technology and management information systems
- Data collection, analysis techniques, and business arithmetic.
- Meeting and group facilitation, including group dynamics.

Skill/Ability to:

- Prepare contract agreements for construction and remodeling projects
- Prepare, maintain and monitor accurate project budgets, schedules and records
- Manage large and/or complex construction projects from inception to completion
- Build relationships with community partners to emphasize their concerns and manage complaints as needed
- Assist in developing goals, objectives, policies, procedures, and work standards for the program
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures
- Plan and conduct effective management, administrative, budgetary, and operational studies
- Prepare and present clear and effective financial and narrative reports, correspondence, informational materials, and other written materials.
- Make effective presentations.
- Plan, coordinate, and facilitate meetings.
- Anticipate problems and resolve disputes
- Collect, analyze and interpret data
- Apply architectural and/or engineering techniques and methods
- Review and recommend designs and contract documents for program compliance
- Prepare and present a variety of reports
- Use a personal computer for complex spreadsheet, word processing and project management programs, Microsoft WORD, Outlook, Excel and other software that applies to program management
- Perform physical tasks such as climbing ladders and walking on uneven surfaces to observe and approve work
- Operate a vehicle
- Independently carry out assignments; organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.

Licenses, Certifications and Registrations

Possession of a valid California Class "C" Driver's License.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time, strength to lift and carry presentation materials, strength to lift and carry 35 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone and to make public presentations.

Work Environment: Work in a standard office environment; ability to work protracted and irregular hours, and available for evening meetings and/or training.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; provide facilitation or training and handle public information emergency situations.