



JOB TITLE: Capital Improvement Project Mgr.	DEPARTMENT: Public Works
ROLE & LEVEL: Management	REPORTS TO: Village Manager
GRADE: 8 (40 hours)	FLSA STATUS: Salaried / Exempt
Salary Range: 125k – 165k	Entrance Salary – DOQ
Resume & Cover Letter accepted via email / PDF format to: Jrosado@nbvillage.com	Open until filled

WORK OBJECTIVE:

The Capital Improvement Project Manager (CIPM) is responsible for overseeing and managing capital improvement projects from inception to completion. This includes planning, coordinating, and executing various infrastructure and facility improvement projects in compliance with budget, timeline, and quality standards. The CIPM ensures that all projects align with organizational goals and meet legal and regulatory requirements.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Collaborate with stakeholders to define project scope, objectives, and requirements.
- Develop detailed project plans, timelines, and budgets.
- Conduct feasibility studies and risk assessments.
- Assist with securing project approvals and funding. Lead and manage the execution of capital improvement projects, ensuring they are delivered on time, within scope, and on budget.
- Coordinate with architects, engineers, contractors, and other professionals involved in the project.
- Ensure proper communication and updates to stakeholders throughout the project lifecycle.
- Monitor project progress and adjust as necessary to keep the project on track.
- Develop and manage project budgets, ensuring efficient use of resources and compliance with financial constraints.
- Track project expenses and report on financial status, including identifying potential cost overruns or savings opportunities.



- Ensure that all projects comply with local, state, and federal regulations, including environmental, safety, and zoning requirements.
- Oversee the quality assurance and control processes to ensure work is completed according to standards and specifications.
- Identify potential project risks and develop mitigation strategies.
- Resolve issues and conflicts that arise during the course of the project.
- Maintain accurate project records, including contracts, change orders, and permits.
- Prepare and deliver regular progress reports to management and stakeholders.
- Conduct post-project evaluations to assess outcomes and performance
- Ensure all project deliverables are completed and properly handed off to the operations or maintenance teams.
- Establishes CIP Project operating procedures to ensure sustainability of the environment.
- Troubleshoots and resolves issues in an accurate and timely manner.
- Performs other duties as required or as assigned.

Supervision:

- Supervision of consultants / contractors

MINIMUM QUALIFICATIONS:

Bachelor's degree in construction management, public administration or related field; supplemented by six or more years of progressively responsible experience in public works, including at least 7 years of building / construction & project management experience; or an equivalent combination of education, certification, training, and/or experience. May be required to have and maintain a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

PREFERRED QUALIFICATIONS:

- Masters Degree, General Contractor License (GC), Project Management Professional Cert. (PMP), Certified Construction Manager Certification (CCM)

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of construction methods, materials, and building codes.
- Proficiency in project management software
- Excellent leadership, communication, and interpersonal skills.
- Strong organizational and time management skills with the ability to handle multiple projects simultaneously.
- Knowledge of financial management, including budgeting and cost control.



- Skill in reading and interpreting survey and engineering plans, preparing construction specifications and bid documents, and evaluating bid proposals
- Skill in presenting information and responding to questions from staff, consultants or the public
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to effectively discuss, confer, and negotiate with contractors
- Ability to handle confidential information with tact and discretion
- Ability to enforce regulations firmly, tactfully, and impartially
- Ability to delegate, manage, and supervise effectively
- Ability to communicate effectively verbally and in writing
- Ability to deal effectively with the public
- Ability to establish and maintain effective and cooperative working relationships with those contracted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to pass the required background check and drug screening

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

****The Village is an Equal Opportunity Employer****