



**CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
CAPITAL PROJECTS MANAGER (UTILITIES)**

Pay Grade: 75 Pay Range: \$56,831 to \$79,563 annually DOE/Q plus benefits
Candidate of choice must pass pre-employment drug test. FLSA Status: Exempt (not eligible for overtime)
Note: Two (2) authorized positions are to be filled.

Qualifications: Bachelor's degree in Civil Engineering, Construction Management, or a related field; and five years of progressively responsible experience in the management of water and wastewater utilities projects; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must have, or be able to obtain, a valid Arizona driver's license.

Tasks: Under administrative supervision of the Utilities Division Manager, performs high-level work in managing an assigned group of major water and wastewater utilities projects from planning through design and construction. Extensive utilities projects experience and skills in program budgeting, funding, and fiscal management, planning, team coordination, public information/involvement and communication, design and construction management are required for the position. Manages and oversees water and wastewater utilities capital improvement projects including initiating, budgeting, prioritizing, negotiating, drafting/preparing, bidding, awarding, and administering contracts for design, right-of-way acquisition, construction, and materials testing. Manages contracting activities, consulting engineers, other professionals, contractors, and parties in order to facilitate project implementation, progress, and completion. Prepares various reports, spreadsheets, and other computerized applications to manage multiple projects simultaneously. Participates in formulation of the annual water and wastewater utilities capital improvements program. Reviews drawings, specifications, complex technical analyses, schedules, minutes, invoices, and related items; coordinates activities with team members; reviews and interprets blueprints and specifications for compliance with applicable codes, guidelines, and standards; prepares project reports; schedules and coordinates meetings; serves as a liaison with contractors, engineers, and other parties, resolving conflicts when necessary. Works with other public utilities to provide services to assigned projects and resolve impacts of projects on their facilities. Presents briefings and updates to the Public Works, Engineering Services, other City departments, and citizen groups. Participates in the public bidding process including developing schedules, construction and other cost estimates; reviews bid proposals, evaluates qualifications, coordinates pre-bid meetings and other related activities. Observes work in progress to ensure that procedures are followed and materials are used in conformance with applicable specifications; monitors quality, workmanship, and compliance with approved plans. Collaborates in facilitating final close-outs, including securing "as-built" drawings, equipment, and materials certifications, and Approval to Operate from the Arizona Department of Environmental Quality.

Knowledge, Skills and Other Characteristics:

- Knowledge of the principles, practices, laws, ordinances, and terminology related to publicly funded utilities projects design, permitting, and construction.
- Knowledge of civil engineering related to major utilities capital improvement design and construction projects.
- Knowledge of methods and techniques of cost estimation, planning, scheduling, and budgeting for public works projects, to include project management software applications.
- Skill in reviewing construction plans and specifications to determine compliance with established municipal, state, and federal guidelines, ordinances, regulations, and safety standards.
- Skill in evaluating construction work in progress, including reading plans, feasibility analyses and recommendations, specifications, cost estimates, inspections, and completed work.
- Skill in negotiating with contractors, preparing and monitoring contracts, and developing realistic schedules and cost estimates.
- Skill in establishing, monitoring, managing, and communicating program and project information for major utilities projects and the multi-year capital improvements program, including budgeting and financial management.
- Skill in written communications for administrative and technical purposes, and in oral communication in one-on-one and group situations.
- Skill in utilizing effective public information, involvement, and relations techniques in anticipating, managing, and responding to issues and inquiries.
- Skill in establishing and maintaining effective working relationships with municipal, state, and federal officials, elected officials, consulting engineers, contractors, and property owners.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicles as needed in addition to physical requirements listed above.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the radio and telephone. Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 p.m. August 1, 2006

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928.777.1315 800.748.6205 TDD 928.777.1100 Fax 928.777.1213

Email: personnel@cityofprescott.net Visit our website at www.cityofprescott.net Job Hotline: 928.777.1280
EOE/M/F/V/H/D/NSE Posted: June 20, 2006

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served

by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.