



City of Irving Job Description

CIP Director

FLSA Status:	EXEMPT	Job Department:	Capital Improvement Program (CIP)
Job Code:	34031	Reports To (Job Title):	ACM Public Works and Infrastructure

PURPOSE

To manage and direct the Capital Improvement Program Department, including developing long range plans and designing and implementing capital improvement projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Schedule, monitor, and supervise the work activities for the division, **which includes** reviewing park designs, cost estimates, construction and bidding documents, bid award recommendations, and change orders.
- Oversee design work performed by consultants for large scale capital improvements, including the design process and plan reviews.
- Prepare and monitor **department** budget, including requests for operational expenditures and capital improvements.
- Coordinate project planning and capital improvements with various regulatory agencies to insure regulatory compliance.
- Meet with various community organizations to discuss and to solicit input regarding capital improvement projects.
- Prepare informational reports and exhibits for the Parks and Recreation Advisory Board and committees.
- Develop and write grant applications to secure grant funding for park development.
- Prepare requests for bids and solicits, evaluates, and recommends professional services consultants for planning, design, and implementation of projects.
- Prepare various reports and logs related to divisional and project activities.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide support and assistance to other City departments.
- Assist in resolving customer service complaints.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 72 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develop and administer a budget of \$6 million annually.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work **in a relevant field** of study.

EXPERIENCE

- Minimum of five (5) years of related experience, including at least two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- State of Texas Licensed Architect.
- State of Texas Licensed Irrigator.
- Appropriate valid Texas driver's license

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Architectural Principles: **How to** read and write basic plans and blueprints.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Computer Usage: Computer hardware and software applications. This includes CAD and technical design programs.
- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Government Policy: Policies, operations, and processes at the local, state, and national levels.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- Advanced Math: Mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Functional Supervision: Motivating, developing, and directing people as they work.
- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Research: Conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Time Management: Managing time wisely to complete assignments on time.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand. This includes routine reports, correspondence, and pre-set formats.
- Fluency of Ideas: Developing a number of ideas about a given topic. This concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.
- Originality: Developing unusual or clever ideas about a given topic or situation, or develop creative ways to solve a problem.
- Interactive Presentation: Effectively presenting information to groups and respond to questions: interactive presentation.
- Speech Recognition: Identifying and understanding the speech of another person.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Visualization: Imagining how something will look after it is moved or rearranged.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.

GUIDANCE RECEIVED

City Mission and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

Interacts with all city departments, as well as a multitude of outside agencies.

EQUIPMENT AND PROPERTY

Personal computer, copier, fax, blackberry, printer and automobile.

PHYSICAL DEMANDS

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.*

The employee frequently is required to drive a vehicle, listen, see, sit, stand, talk, and/or walk. Occasionally, s/he is required to carry, kneel, and/or lift up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment, electrical hazards, outside weather conditions, moving mechanical parts, and/or toxic or caustic materials. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.