



City of Irving Job Description

CIP Planning Administrator

FLSA Status:	EXEMPT	Job Department:	Capital Improvement Program (CIP)
Job Code:	30231	Reports To (Job Title):	CIP Director

PURPOSE

To perform advanced level professional work in the planning, design, and construction of parks and related facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Prepare divisional and project budgets that include funding for both operational expenditures and capital improvements.
- Prepare sites analysis, conceptual designs, schematic designs, and detailed cost estimates for proposed citywide bond & capital projects and sites.
- Present master plans & exhibits concerning department operations & capital improvements to civic organizations, advisory boards, user groups, committees, and staff to solicit their input.
- Manage and schedule the development of project budgets, plans, specifications, and construction documents related to the implementation of capital improvements.
- Confer with engineers, developers, contractors, agencies, and the general public in acquiring information and coordinating project planning and construction activities; Coordinate projects with various regulatory agencies such as Texas Parks and Wildlife, Dallas County, TCEQ, TDLR, ADA and TAS. Insure all projects meet development standards from all regulatory agencies.
- Manage profession services consultants working on capital improvements including coordination of the design process, scheduling of meetings, monitoring of budgets and implementation documentation of project.
- Assist in securing legal documents between the City and various governmental agencies, utility companies, and proposed contractors.
- Perform construction management duties, coordinate construction site visits with consultants, inspectors and contractors to inspect and ensure work is completed according to standards and established procedures, evaluate construction progress and approves pay application to contractors.
- Prepare various reports and logs related to project activities. Track all construction management data to capital improvements and provide documentation as needed for contract management tracking, goal presentations and Key Performance Indicators (KPI)
- Provide technical and landscape architecture assistance to landscape architects, planners, engineers, departmental staff, and other City departments.

OTHER DUTIES AND RESPONSIBILITIES

- Produce location maps of facilities.
- Assist in the development of the division budget.
- Prepare informative displays of projects.
- As needed, write grant applications to solicit funding for various capital improvements projects.
- Research proposed properties for possible acquisition by the City.
- Perform related duties as assigned.

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 2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for coordination of annual Capital Improvement Budgets which vary each budget cycle. The CIP budget ranges from \$2.0 million to \$10 million per budget cycle.

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 landscape architecture or a closely related field.

EXPERIENCE

- Minimum of eight (8) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- State of Texas Licensed Architect.
- State of Texas Licensed Irrigator.
- Appropriate valid Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Landscape Architectural Principles: Project management techniques and standards, landscape architecture, park planning and horticulture practices, understanding of standards and regulations related to construction contracts, budget management, environmental laws and technical writing for public facilities development.
- Personnel Management: Management, personnel and leadership qualities to successfully manage and complete on schedule divisional operations, various large capital improvement projects and important city-wide initiatives.
- Government Policy: Policies, operations, and processes at the local, state & national levels.
- Office & Industry Software: AutoCAD and LAND F/X, as well as current word processing, presentation, spreadsheet, and database programs used by the City.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Creativity: developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Team Collaboration: Managing or participating on teams that include specialized employees from other departments to complete a team project.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, with individuals, diverse user groups, other civic groups, committees, advisory boards, and/or staff. This includes the ability to solicit input.
- Interactive Presentation: Effectively presenting information and ideas related to the advancement of city goals and objectives to diverse groups and responding to questions.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Interaction between governmental agencies at the federal, state or local levels, consultants, residents, businesses, committees, organizations and city council are a regular part of this position. Each contact can be necessary to successfully achieve a goal or complete a project on a weekly basis.

EQUIPMENT AND PROPERTY

Daily use of a city issued vehicle, personal desktop or laptop computer, photography equipment, xerox machine for scanning and copying and a large scale plotter and scanner is required. Occasional use of surveying equipment for layout in the field is required.

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. S/he occasionally 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.