



## City of Irving Job Description

### Assistant CIP Director

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Capital Improvement Program (CIP)
<b>Job Code:</b>	34061	<b>Reports To (Job Title):</b>	Capital Improvements Program (CIP) Director

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#### **PURPOSE**

To manage, plan, direct and review the daily activities and operations of the assigned divisions within the Capital Improvement Program (CIP) Department, which includes, but is not limited to, facility maintenance, facility custodial activities, private development review, storm water and SWPPP operations, real estate and Right-of-Way (ROW) easements, franchise utilities, facility construction management and ADA coordination. This position assists the Director with the responsibility of coordinating and directing all work functions for the Capital Improvement Program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Manage the annual work programs for the Building Maintenance, Custodial, Development Services and Architectural Project Management Divisions.
- Represent the City with architects, engineers & contractors in the development of project specifications.
- Provide project management for general construction of any/all facilities, utilizing division staff and outside contractors.
- Assist the director in preparing presentations and otherwise providing information for external meetings and/or management. Present to various committees and city council as needed.
- Negotiate and hire contractors and consultants as needed for capital improvements; ensure finished work complies with specifications, codes, and regulations.
- Review, participate and occasionally negotiate various city property leases and agreements.
- Oversee the annual permitting and management of the franchise utility agreements including the small cell permitting and billing.
- Manage and coordinate the operations of the real estate and right-of-way processes to ensure that all the internal and external regulations and review processes are properly addressed.
- Coordinate and administer the division and departmental budgets.
- Manage departmental compliance with federal, state and municipal laws.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Attend Council work sessions and meetings, finance meetings, bond meetings, and other board meetings as necessary.
- Answer questions and provide information to customers.
- Administer processes to track group productivity and customer satisfaction.
- Manage the parking garage assignments.

## **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 50-65 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Administers budget totaling approximately \$6 million dollars for all work functions under direct supervision.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Bachelor's degree from accredited four year college or university in relevant field of study.

### **EXPERIENCE**

- At least seven (7) years of experience in management of construction or trades, including a minimum of two (2) years in a supervisory capacity.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or the ability to obtain one upon hire, is required.
- Professional Engineer or Architect License.

### **KNOWLEDGE OF**

- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Capital budget forecasting for the five (5) year capital plan and future capital project funding requirements.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles and Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Budgeting and Accounting: Budget analysis and account tracking for operational and capital projects. This includes an understanding of the difference between operational funding and capital funding and the restrictions associated with both types of funding.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations and termination.

- Infrastructure Development: General understanding of the requirements, regulations and principals of infrastructure projects, including grants, reimbursement agreements, and other partnerships required for the implementation of the various infrastructure projects.
- City policies and the impacts of the existing City Policies on the daily work processes and management decisions.
- General development requirements such as three-way contracts, license agreements, property leases, easement instruments, right-of-way acquisitions and escrow agreements.
- Franchise utility regulations and operations, which includes permitting, small cell management processes, and monthly billing.

## **SKILLS AND ABILITIES IN**

- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Planning: Sensing the environment and setting goals and objectives.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- 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.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Organizational Strategies: Tracking multiple variables by sorting, grouping and calendaring.

## **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**

This position interacts with all city departments and City Management staff. Externally, it regularly engages with residents, and outside agencies such as contractors, consultants and vendors.

## **EQUIPMENT AND PROPERTY**

This position utilizes a personal computer, copier, fax, cell device 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 constantly is required to listen, see, and/or stand. Frequently, s/he is required to drive a vehicle, reach, run, sit, stoop, talk, and/or walk.

## **WORK ENVIRONMENT**

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

This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually low.

\* 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.