

**CAPITAL DEVELOPMENT SPECIALIST**

**DEFINITION**

Under direction, performs a variety of duties related to Capital Improvement Programs (CIP) for the City of Fresno. Incumbents independently set project schedules, implement compliance programs, bid processes, troubleshooting project issues, and negotiate CIP transactions.

**SUPERVISION RECEIVED/EXERCISED**

Receives general administrative direction from Division Manager. Exercises supervision over professional, paraprofessional, technical, administrative support staff, and may provide lead oversight to design and construction related consultants, as assigned.

**DISTINGUISHING CHARACTERISTIC**

Capital Development Specialist is a specialized class in which the incumbent performs assignments under general direction, and is responsible to plan, organize, administer, develop and implement strategies and policies related to specific capital improvement assignments. Responsible for effectively establishing goals, analyzing situations accurately, and adopting effective courses of action. Incumbents independently plan and carry out activities with minimal direction and exercise managerial responsibility and accountability for capital improvement projects. Manages Federal and State Capital and Improvement Program grants; performs planning and environmental reviews and studies; recruits and oversees consultants; manages design and construction processes; and manages annual multiple year CIP plans.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(This classification may exist in multiple City departments therefore the below list is neither inclusive nor exclusive. Consequently, typical duties may include, but are not limited to the following:)*

Develops, manages, and implements project objectives and plans; set performance requirements; selects and manages appropriate project participants, resulting in optimum utilization of resources-labor, materials, and equipment, ensuring their procurement at most cost-effective terms.

Manages the scoping, planning, procurement and delivery of various capital projects and improvement programs, ensuring that all objectives, targets, contractual responsibilities and obligations are met.

Assists in the preparation of architect/engineer construction documents, and exercises intuitive comprehension on the development of construction documents, and their methodology; reviews

and comments on construction documents as they relate to all applicable design standards, engineering and architectural practice, and construction methodologies.

Assists in developing specifications for construction, repair and modification projects as assigned.

Coordinates capital construction activities (e.g. renovations, inspections, contractor and architect meetings, permitting activities, project close-out and building commission activities, calendars, mandated reports, etc.) for the purpose of ensuring that all phases of construction project are completed within specifications and with minimal interruption to site personnel.

Manages and maintains capital program documents including master plans and layout plans.

Evaluates potential sites and/or condition of existing locations for the purpose of determining construction and/or renovation requirements and ensures that locations meet all project needs, requirements and specifications.

Monitors project activities (e.g. costs, time and materials, schedules, budgets, change orders, etc.) for the purpose of ensuring objectives are achieved within strict budget guidelines and timeframes and in compliance with established requirements.

Participates in the planning and formulation of design alternatives and solutions for various capital improvement projects.

Develops, administers and monitors project budgets and fiscal controls, contract and quality control provisions; performs project accounting functions including tracking expenses and minimizing exposure and risk in the project.

Creates and manages project teams, develops project objectives/goals and assigns responsibilities.

Performs cost estimating and value engineering.

Effectively measure and communicate the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.

Performs periodic inspection of construction sites.

Identify and resolve the elements of project design and construction likely to give rise to disputes and claims.

Prepares capital program fixed asset and resource allocation documents; monitors and prepares reports on capital program budgets and schedules to ensure project documents are complete, including applicable grant reporting requirements.

Lead participant in the recruitment and selection of consultants for capital improvement projects. Includes the preparation and negotiation of scopes of work, schedules and compensation.

Coordinates the implementation of public-sector projects with private-sector institutions, City departments, and other governmental agencies.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of CIP projects and programs.

Procedures used by municipal government in effective residential and commercial development, economic and community development, redevelopment, and air emission compliance projects.

Applicable local, state and federal laws, rules and regulations related to area of assignment.

Federal and State Grant application processes, which includes detailed narrative explanations, justifications, scope and funding requirements, and supporting drawings.

Budget principles and practices.

#### **Ability to:**

Effectively communicate and develop mechanisms for conflict resolution.

Use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, and other visual aids, and comprehend engineering and architectural plans.

Analyze and successfully negotiate complex transactions involving significant amounts of capital and highly valuable property, property owner rights and public responsibilities.

Prepare effective written reports and make public presentations to legislative bodies, business organizations, community groups and other stakeholders.

Interpret, apply and explain applicable laws, codes, policies, procedures, specifications and statistical data.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Administer and develop a performance plan, relevant compliance studies, and policies related to CIP projects.

**MINIMUM QUALIFICATIONS**

**Experience:**

Three years of progressively responsible experience in managing CIP projects; AND

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Architecture, Engineering, Planning, Construction Management, or closely related field.

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Special Requirements:**

Based upon area of assignment, eligibles certified for consideration for hire will be required to successfully pass an extensive background investigation and Department of Justice fingerprinting process before being eligible for hire.

Possession of a valid driver's license is required at time of appointment. Possession of a valid California Driver's License is required within sixty (60) days of appointment.

Recruitments may be limited to a specific area of expertise as required by operational needs.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_