

Employee Notice Job Posting & Job Description

JOB TITLE: Capital Project Manager
SALARY: \$80,000
DEPARTMENT: Planning Department

JOB SUMMARY: Under the general supervision and direct report to the Director of Planning. The Capital Project Manager oversees and coordinates the activities and operations of the Township of South Brunswick's Capital Improvement Programs from inception to completion, including Project Planning, Bidding, Scheduling, Coordinating, Tracking and Administration. The position is responsible for coordinating assigned activities with other divisions, departments and outside agencies, and providing highly responsible administrative support to the Director of Planning and Township Manager.

ESSENTIAL FUNCTIONS PERFORMED:

- Participates in the grant application and administration for Capital Improvement Projects.
- Manages Capital Projects from inception to completion.
- Administers contracts related to Planning, Design, Engineering and Construction of Capital Projects.
- Coordinates and collaborates with DPW's staff as well as other departmental staff, utility companies and others as needed to ensure satisfactory completion of projects.
- Supervises work performed under contract and maintains professional control of projects to completion.
- Conducts field inspections of projects and solves problems arising during construction phase.
- Develops and manages project budget and schedules.
- Manages and oversees the Bid process for Capital Projects.
- Maintains and develops key design/planning/construction relationships including with the Township, County and State, Community Groups and Residents.
- Attend Community and Township meetings as necessary regarding Capital Projects, which will occasionally include evening meetings.
- Serve as Liaison with Township's staff, Developers, Engineers, Consultants, Local Business Owners, Community Groups, the general public and external agencies on proposed Capital Projects.
- Meets with Director of Planning and Township Engineers regularly to discuss engineering and Capital Project related issues.
- Performs various site inspections for public and private improvements
- Reviews and processes bond estimates and escrow account transmittals.
- Receives, investigates and resolves complaints and inquiries regarding construction and Capital Project sites.
- Meets with residents in the field and in the office to discuss various Capital Project related issues.

- Attend meetings of the Township Council as requested.
- Attend meetings of the Planning Board and/or Zoning Board as requested and review and report on subdivision applications and site plans.
- Supervision and management of a variety of capital improvement projects.
- Inspection and supervision of construction projects including the work performed by consulting engineers, contractors and/or Township employees.
- Reviews proposals, plans and contract documents for capital improvements and make recommendations as necessary.
- Represent the Township in dealings with other governmental jurisdictions, private firms and general public on Capital Project matters.
- Responsible for issuing road opening permits and inspections.
- Responsible for issuing side-walk permits and inspections.
- Assist the public with inquiries and requests.
- Inspect site construction, construction of storm and sanitary sewers, water main and road sub-base and prepare punch-lists and reports.
- Review developer punch-list items prior to Township acceptance.
- Investigate property owner disputes and/or issues.
- Analyze municipal construction needs and provide recommendations and reports as necessary.
- Advise inspectors as to the quality and quantity of work desired.
- Perform additional duties as requested that are necessary and incidental to the functioning of the department.

KNOWLEDGE AND ABILITY REQUIREMENTS:

- Knowledge of the problems encountered and procedures used in the design, maintenance and construction of projects, including the preparation and review of municipal or other construction plans and specifications.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Ability to apply basic engineering principals and techniques in plan designs, charts, maps, specifications and estimates.
- Ability to inspect Capital Projects for the purpose of determining conformance with designs, plans and specifications.
- Ability to read, prepare, analyze, develop and interpret construction plans and specifications.
- Ability to establish and maintain effective working relationships with consulting engineers, general contractors, department heads, associates and others having an interest in municipal Capital Project work.
- Ability to prepare clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations.
- Ability to utilize various types of electronic and/or manual recording information systems used by the Township.
- Ability to monitor capital projects on-going in the Township.

- Ability to act as the contact person to assist and address questions and concerns by consulting engineers, general contractors, residents and businesses dealing with capital projects and engineering matters generally.
 - Ability to oversee construction management, project management and any day to day Capital Project issues that arise.
 - Assist with storm water matters and DEP annual reports.
 - Assist in securing DEP permits for drainage projects.
 - Work alone and/or in conjunction with Consulting Engineer (s) relative to reviewing DEP requirements for the landfill (closed in 1984), as well as test well compliance on that landfill.
 - Address street light management issues including reviewing requests for the Township to assume financial responsibilities and tracking light out notifications.
 - Work with the Department of Public Works tracking and developing usable information regarding street and road maintenance responsibilities.
 - Conduct inspections of junk yards and mining operations as necessary or requested.
 - Ability to bill escrow accounts as necessary for type, nature and scope of work.
 - Ability to establish and maintain effective working relationship with other employees, township officials, and the general public;
 - Ability to communicate with people outside the department, representing the department to customers, the public, and other external sources – which communication might occur in person, in writing, by telephone or e-mail;
 - Ability to evaluate information to determine compliance with standards using relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards.
- **NOTE: The job description and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job specification and conversely, all duties performed on the job may not be listed. The Capital Project Manager understands that at times certain job responsibilities will need to be performed in adverse weather conditions, and occasionally after hours, or on weekends.**

EQUIPMENT USED:

Copier	Calculator	Computer & Printer	Telephone	Fax machine
Two-way Radio	Shredder	Motor Vehicle	Engineering Tools of the Trade	

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Bachelor’s Degree in Architecture, Civil Engineering, Planning, Construction and Building Management or related Degree from an Accredited College or University or, in the alternative, a minimum of 7 years of relevant professional Capital Project Management experience.
- Must possess and maintain a valid New Jersey Driver’s license with good driving record.
- Ability to attend meetings at the Township Council, Planning Board, Board of Adjustment, and other committees and sub-committees as needed.

- Must be able to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.
- Must successfully pass a thorough criminal history and background check.
- Must be willing to attend various classes and training as needed.
- Must successfully pass a six month probation period.
- Must be able to lift 70 lbs., open manhole covers, walk, climb ladders and enter manholes and catch basin structures.
- Carry out written and oral directions.
- Handle complaints tactfully and promptly.
- Establish and maintain effective working relationships with fellow employees and the public.

This position has regular access to confidential records and material. The applicant, therefore, must possess a marked ability to maintain the confidentiality of such records. Maturity in decision making and strong organizational skills are also essential.

Applicants interested in applying should apply on line.

South Brunswick is an Equal Opportunity Employer.