



City of Commerce

FACILITY CIP SUPERVISOR

Department: **Public Works and Development Services** Class Code: **3415**
Revised Date: FLSA Status: **Exempt**

GENERAL PURPOSE: Under general supervision, coordinates development of City Facilities Capital Improvement Projects (CIP), contracts, specifications and schedules, and oversees assigned projects for contractor compliance with contract terms and specifications.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in planning, reviewing, and coordinating the City's Facilities Capital Improvement Project (CIP) plans and annual CIP budget; provides professional and technical assistance in managing and coordinating infrastructure improvements, construction and design projects and contracts.
- Develops CIP project plans, specifications and schedules, request for proposals, and tracks operational and financial status; monitors project schedules and budgets and authorizes expenditures within the City's guidelines; reviews and approves special and recurring reports, budgets, payments, and contract changes.
- Oversees work performed on City facility projects by contractors; inspects projects and documents the progress compared to project schedule; reviews and approves construction documents, contracts, agreements, plans and reports; assures project activities are in compliance with project specifications, City policies, and progressing on schedule.
- Prepares reports as required; assembles data and generates status reports; assists with the development and management of project budgets.
- Assists contractors with questions, problems and concerns, and responds within scope of authority; attends and participates in project review meetings; anticipates problems and pursues solutions; communicates project goals and objectives; assures effective communications of project status.
- Coordinates projects and manages cooperative working relationships with City departments, contractors, utilities and other agencies to accomplish goals and reduce or eliminate project conflicts and delays.
- Maintains the absolute confidentiality of all records and information.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND five years' experience in public works project management.

JOB DESCRIPTION

Facility Facility CIP Supervisor 10-9-14Supervisor

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Project, budget and contract management techniques, including negotiation and conflict resolution.
- Principles of design, construction and maintenance for public works projects.
- Procedures and techniques for evaluating contract compliance.
- Business and personal computers, and project management software applications.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Planning and coordinating construction projects, and interpreting project requirements and objectives.
- Managing project budgets and contracts, and meeting critical time deadlines.
- Reading, understanding, and applying relevant City, state and Federal statutes, rules, ordinances, codes, and other governing regulations.
- Reading and evaluating blueprints and technical schematics.
- Interpreting technical instructions and analyzing complex variables.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, contractors, and representatives from other local, state and Federal agencies.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.