

Exhibit C

JOB DESCRIPTION
CITY OF JOPLIN
CAPITAL IMPROVEMENT PROJECT MANAGER

TITLE: CAPITAL IMPROVEMENT PROJECT MANAGER

DEPARTMENT: PUBLIC WORKS DEPARTMENT

DESCRIPTION:

The objective of the Capital Improvement Project Manager is to assist in timely completion of the capital improvement projects identified in the Capital Improvement Program.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability are extremely important in this position and requires a high level of confidentiality.

SPECIFIC TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

Management:

- Under the direction of the Director of Public Works or Assistant Director of Public Works, coordinates, develops, manages and administers engineering design and construction oversight contracts and municipal construction contracts.
- Solves problems through research, analysis of City policies, and careful consideration of all alternatives, to obtain a cohesive and effective resolution.
- Provides support necessary to prioritize agenda and develop strategies for implementation.
- Expected to be a liaison between departments, consultants, contractors, project stakeholders and City Administration to ensure projects meet the desired outcome.
- Responsible for completing the appropriate selection process for consultant services to provide professional needs assessment, design and /or construction inspection services for various city projects.

Administration:

- Takes initiation with timely follow through to oversee the completion of engineering design tasks
- Checks bidding procedures and contract pay requests.
- Effectively coordinates among contractors, consultants and in-house staff to ensure all issues and conflicts on Capital Improvement Projects are resolved in a timely manner.
- Continually collects, prepares, and analyzes progress of Capital Improvement projects.
- Responsible for the effective project close-out to include, but not limited to any necessary change-order administration, final payment, ensuring input from end-users and consultants about the quality of work and resolving any noted discrepancies with contractor(s). This will be done by effective note-keeping and communication throughout the project.

Projects:

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- Provides all necessary support by way of effective coordination in various activities related to Capital Improvement projects such as engineering design, right-of-way & easement acquisitions, construction and interactions with the property owners and the general public.
- Responsible for pre-bid administration of projects by ensuring consultant estimates either fit within budgets or follow established procedures for ensuring adequate funds to legally award bids, briefing Department Heads, City Administration and the City Council (as needed) on projects as necessary and/or as directed.
- Responsible for bid administration by working with consultants to make sure bids are clean, responsible and references are checked. Proper bid administration will ensure adequate funds are available and either ensure the availability of funds or working with consultants to recommend award on a financially feasible project. Further, this position will be responsible for ensuring not only affordability, but value (i.e., is this a good price for the project being delivered, or is there a better time or way to complete the project?)

Meetings/ Public Relations:

- Communicates goals and objectives while developing working relationships with both the private and public sectors.
- Facilitates liaison meetings with agencies to develop working relations, to tackle issues and to advance the City's interests.
- Present items to the City Council, or other appointed boards and commissions as needed. Responsible for timely and responsive service on behalf of the consultants and contractor(s) who are providing services to the City.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to participate effectively in all types of meetings.
- Effective at communication and mediation and resolution of competing desires.

MATHEMATICAL ABILITY

- Ability to make mathematical computations used for estimating, plan quantity take-offs, and pay application review.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to comprehend, retain, and apply City policies and State and Federal regulations.

PHYSICAL REQUIREMENTS

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- The duties of this job may include physical activities such as climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing, bending/twisting, and performing repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed in an office and outside environment.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of effective planning and coordination techniques.
- Knowledge of Microsoft Office software.
- Skill in resolving problems or situations
- Very diligent and effective at staying on top of tasks, scheduling people and tasks and be relentless in support of the City's time, people and financial resources.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to comprehend the complexity of tasks and develop realistic timelines.
- Ability to effectively prioritize tasks for timely completion
- Ability to instruct and train in methods & procedures.
- Ability to respond to complaints and grievances.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

GENERAL QUALIFICATIONS:

- Graduation from a college or university with a degree in Civil Engineering or related discipline.
- Six years of experience in infrastructure design or construction, and project management in assigned area.
- A master's degree in Civil Engineering or related discipline may be substituted for one year of work experience.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

CERTIFICATION

- Must possess or obtain a valid Missouri Motor Vehicle Operator's License.

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Employee Name (Please Print)

Date
