



City of Brunswick

Job Description

Job Title: SPLOST/Capital Projects Manager

Pay Range: \$40,000-\$45,000

Department/Div: City Manager's Office

FLSA: Exempt

Reports to: City Manager

EE0-4 Code:

#/Titles Supervised: None

Date: March 9, 2020

Job Summary

The SPLOST/Capital Projects Manager provides technical project management services for Special Purpose Local Option Sales Tax (SPLOST) related construction and improvement projects and other capital improvement projects. This position is responsible for development of project design, contracting of services, and supervision for construction of road and related civil infrastructure improvements.

- Coordinates process for bidding and contracting of services for SPLOST funded and other capital improvement projects in conjunction with Departmental or City policies;
- Develops plans, specifications, and cost estimates for proposed projects;
- Prepares Requests for Proposal (RFPs) for engineering services, design services, construction services, inspection services, maintenance services, or other services;
- Coordinates and participates in project design and development of capital improvement project plans and specifications; ensure conformance with departmental goals and objectives and compliance with applicable codes and ordinances prior to bidding phase; provides recommendations concerning improvements, modifications, design strategies, structural systems, or other aspects of project development to ensure projects are within approved budget and schedule;

- Coordinates and participates in negotiation of easements and right-of-way acquisitions; records applicable documents;
- Prepares and solicits construction bid packages;
- Conducts pre-bid and pre-construction meetings;
- Participates in negotiations of scope of services and fees for professional services agreements; makes recommendations regarding selection of vendors and awarding of contracts.
- Manages projects during design and/or construction phases and monitors adherence to project schedules; conducts site inspections of construction projects; conducts and attends regular project progress meetings; works with consultants, contractors, and work crews to resolve problems and initiate the appropriate solutions; prepares, reviews, and processes change orders for changes to contracted scope of work; reviews, verifies and approves contractor pay requests;
- Coordinates final inspection with contractor(s), city personnel and outside consultants;
- Coordinates and conducts public meetings related to proposed projects; prepares and performs press releases related to proposed or on-going projects; meets with citizens to resolve complaints and grievances regarding roadways, drainage systems, and city-owned facilities;
- Makes recommendations for projects and other related improvements that impact the budget;
- Prepares grant applications and administers state and federal grants

MINIMUM QUALIFICATIONS

- Bachelor's degree in Civil Engineering, Construction Management or a closely related field;
- Five (5) years of experience in a related field;
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver's License