

## HUMAN RESOURCES DEPARTMENT

City of Burlington

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To: Board of Finance

From: Stephanie Reid, Interim Human Resources Generalist  
Susan Leonard, Human Resources Director

Date: September 9, 2013

Re: Department of Public Works – Creation of Limited Service, Full Time Capital Improvement  
Program Manager Position

As detailed in the attached memo and job description, the Assistant Director of Public Works-Technical Services has requested the creation of a Capital Improvement Program Manager position necessary to address the increasing demands of managing the City Improvement Program and its impacts on the City.

The position, which will report to the Assistant Director of Public Works-Technical Services at the Department of Public Works, as shown on the attached existing and proposed organization charts, was classified and scored using the Willis Classification System. The resulting classification is a non-union exempt grade 19 with a corresponding salary range \$54,908.59 to \$65,488.94 from the FY14 non-union Willis salary table. Creation of this position will result in an addition to headcount and will be funded through the Departments FY14 CIP fees for services as understood from the attached memo.

We respectfully recommend your approval of the Assistant Director of Public Works-Technical Services request to create a Capital Improvement Program Manager position.

This position will become effective following City Council approval and signature of the Mayor.

Thank you.



MEMORANDUM

September 9, 2013

TO: Finance Board

FROM: Norman J. Baldwin, P.E., City Engineer  
Assistant Director-Technical Services

RE: Request to fill newly classified position of Capital Improvement Program Project Manager

Since taking on the responsibility of managing the City Improvement Program(CIP) the Department of Public Works has had a change in staff assigned to manage the CIP starting with Carol Weston and now Steve Roy has been assigned as the CIP Program Manager, following Carol's departure nearly two years ago.

Given we have been tasked with this work within the existing staff structure, it has been a challenge to make CIP our highest priority and see to it that the long list of projects get completed in a timely fashion. We recognize the importance of making investment in our Public Facilities, and the only way to effectively achieve that goal is to create a position who's sole purpose is to advance CIP Projects. .

Committed to that belief the department is proposing a newly described limited service position entitled Capital Improvement Program Project Manager. The proposed position of Capital Improvement Program Project Manager was classified by the Human Resources Department as a Grade 19. Assuming the position would be filled with a person with a number of years experience with the opportunity for step considerations at a Grade 19, Step 7, the city would assume an total additional expense of \$ 64,936.49

ITEM	EXPENSE
Wages	\$ 61,501.60
Health	\$ 19,243.20
Dental	\$ 1,036.32
Life	\$ 96.00
FICA	\$ 4,704.87
A.SUBTOTAL ANNUALLY	\$ 86,581.99
TOTAL EXPENSE FOR BALANCE OF FY14(Oct 1, 2013-June 30,2014) A. x(9/12)	\$ 64,936.49

Built within the FY14 CIP plan the Department of Public Works has allocated \$100,000 in fees for service to manage the CIP Program.

Given that, the Department of Public Works is seeking the Finance Boards support and authorization to:

- Fill the proposed Capital Improvement Program Project Manager position.

- Amend the CIP budget to provision the wage and benefit line items necessary to fund the position of CIP Project Manager.

We feel strongly this is the most prudent approach in seeking to advance CIP Projects; we are looking for your vote of support, please feel to call me if you have any further questions.

Thank you in advance.

CREATION OF LIMITED SERVICE FULL TIME CAPITAL IMPROVEMENT PROGRAM  
MANAGER POSITION- DEPARTMENT OF PUBLIC WORKS

In the year Two Thousand thirteen.....  
Resolved by the City Council of the City of Burlington as follows:

That WHEREAS, the Assistant Director of Public Works-Technical Services has  
recommended creation of an additional Capital Improvement Program Manager Position; and

WHEREAS, these services are needed to address the increasing demands of the City  
Improvement Program; and

WHEREAS, the Human Resources Director used the Willis Classification System to  
determine a recommended pay scale for this position; and

WHEREAS, this request has been approved by the Human Resources Director, and on  
September 11, 2013, the Board of Finance has recommended approval; and

WHEREAS, this position will be funded through the Departments FY14 CIP fees for  
services; and

NOW THEREFORE, BE IT RESOLVED that the creation of an exempt, non-union  
limited service full-time Capital Improvement Program Manager position for the Department of  
Public Works is approved and shall be placed at a Non-Union Salary Grade 19 within the Fiscal  
Year 2014 Non-Union Salary Table. The position shall be created following City Council  
approval and signature of the Mayor.

## City of Burlington Job Description

**Position Title:** Capital Improvement Program Project Manager

**Department:** Public Works (DPW)

**Reports to:** Assistant Director for Technical Services

**Pay Grade:** 19 Limited Service FT

**Job Code:** XXXX

**Exempt/Non-Exempt:** Exempt

**Union:** Non-Union

**General Purpose:** This position is responsible for the development of the Annual CIP (Capital Investment Program). The Annual CIP is intended to make the highest and best use of public funds for the capital reinvestment of public facilities, by scoring and rank ordering projects according to the city council approved prioritization metrics. Once the CIP Project Manager has an approved Annual CIP Plan it will be the CIP Project Manager's duty to advance the individual CIP projects through the various stages of project development to final completion. Projects must be advanced in a manner that is consistent with the core values of the city described within the various city procurement policies and ordinances.

### Essential Job Functions:

- Manage the City's annual Capital Improvement Program that annually invests on average \$2 million dollars in the City's Public Infrastructure.
- Coordinate the development of the CIP budget with the Assistant Director, incorporating all relevant projects.
- Use professional judgment to direct and independently complete defined CIP Projects.
- Proactively identify technical, schedule or financial issues and seeks resolution from the Assistant Director and/or the client, as appropriate to the situation.
- Independently communicate on technical matters with the construction contractors.
- Bring definition to a project by preparing a project scope, project schedule and project budget.
- Identify the professional consulting services needed in support of the project, services that typically require design services, resident engineering services, contract administration.
- Follow the City's procurement procedures procure construction contractors, designers and resident engineering support services.
- Review and approve contractor pay requisitions.
- Manage the professional services contractors in support of the project. Work tasks include: the review of project plans and specifications, prepare and review bid documents, and review/comment on design elements through duration of project.
- Organize, facilitate the project team meetings.
- Document and record progress, through project meeting minutes, project schedules in order to effectively communicate to any and all stakeholders. Stakeholders could include the Mayor, relevant department Commissions, Council Committees, Board of Finance and City Council.
- Work collaboratively with the City's accounting department to develop proper accounting systems needed in support of the project.

- Provide technical support on all financial and budget related matters, including budgetary reviews.
- Prepare budget statements and reports as needed.
- Coordinate all Local, State, and Federal permit review processes within the project schedule so as to not negatively impact the schedule.
- Coordinate Capital Improvement projects with City staff to ensure the programmatic needs of the beneficiary departments are being reasonably met and not having an unreasonable impact on their ability to continue their mission in the delivery of their services.
- Ensure the appropriate Quality Assurance controls are in place so that work is completed according to our specifications and original design intent.
- Coordinate improvement and planning updates to the general public; perform and coordinate outreach support through mapping (GIS/AutoCAD/Google Earth), graphic design, media updates (website, Facebook, Twitter), or other technical demonstration.

**Qualifications/Basic Job Requirements:**

- Associate Degree in Construction Management, Architecture, Landscape Architecture or related field; and five years of experience in facilities and construction trades with minimum of three years direct experience in construction management and project implementation.
- Knowledge of sustainable design and environmental practices preferred.
- Experience working with zoning ordinances and engineering design standards preferred.
- Knowledge of City objectives and functions in area of assignment: principles and practices of construction management, design and inspection, ordinances, statutes, and regulations.
- Must have a strong interest in municipal/city engineering and project development.
- Possession of strong written and verbal communication skills.
- Demonstrated experience in project organization, managing business practices, and resource management.
- Knowledge of budget development and administration required.
- Knowledge of cost accounting system in a public sector environment preferred. Ability to plan, develop, implement procedures and make decisions on priority and scheduling of work.
- High level of proficiency with Microsoft Outlook, Word and Excel; experience with Adobe Suite/GIS/AutoCAD/Google Earth/social media preferred.
- Ability to prepare comprehensive reports, make recommendations, and communicate effectively.
- Ability to establish/maintain effective working relationships and clearly communicate project details to consultants, City staff, and the general public.
- Ability to mediate conflicts related to projects needs and goals.
- Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and special interest groups in a professional manner.
- Ability to learn and understand applicable federal, state, and local rules, regulations and laws related to construction on public lands.
- Ability to complete multiple projects and meet deadlines required.
- Ability to work both independently and as part of a team.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Possession of a valid driver's license.

**Physical and Mental/Reasoning Requirements and Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances within and between warehouses/offices	<input checked="" type="checkbox"/> lifting (specify) _10_ pounds
<input checked="" type="checkbox"/> color perception (red, green, amber)	<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> carrying (specify) _10_ pounds
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> ability to mount/dismount forklift/truck	<input checked="" type="checkbox"/> driving (local/over the road)
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> touching		
<input checked="" type="checkbox"/> dexterity		
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input checked="" type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
<input checked="" type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	
<input checked="" type="checkbox"/> writing - complex		
<input checked="" type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input checked="" type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input checked="" type="checkbox"/> extreme cold	<input checked="" type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

**Supervision:**

Directly Supervises: 0 Indirectly supervises: 0

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees in this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

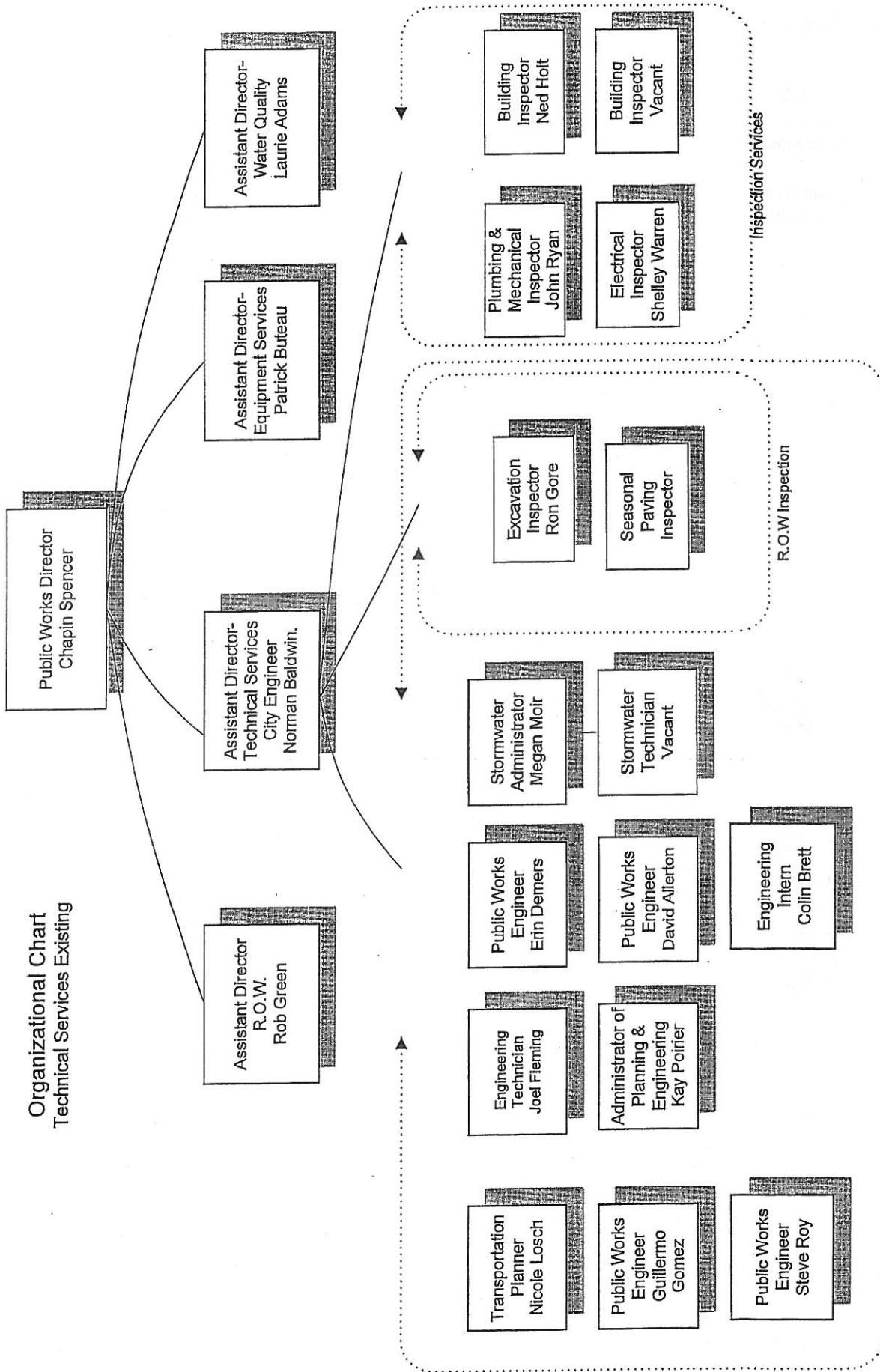
Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

(Draft 9/9/13)



# Organizational Chart Technical Services Existing

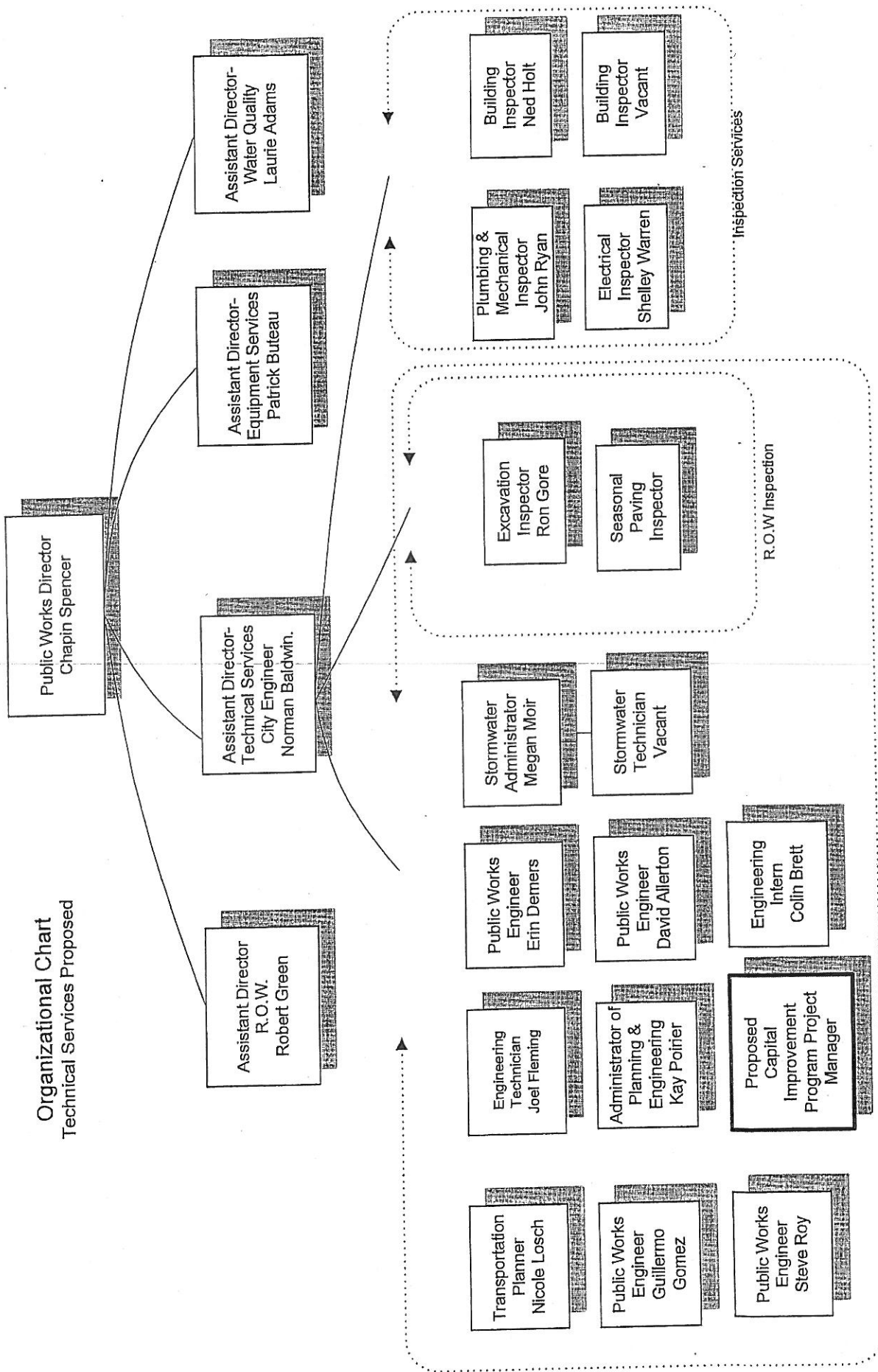


Office of Planning  
Planning & Engineering



# Organizational Chart

## Technical Services Proposed



Office of Planning  
Engineering  
Planning & Engineering

