



## METROPOLITAN LIBRARY SYSTEM

### Job Description

<b>Job Title:</b>	<b>Capital Projects Manager</b>	<b>Position Code.:</b>	<b>1118-118</b>
<b>Reports To:</b>	<b>Chief Operations Officer</b>	<b>Classification:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Operations</b>	<b>Date:</b>	<b>03/2024</b>

#### **JOB SUMMARY:**

Under general administrative direction and with minimal supervision, oversees capital construction projects and other major capital improvements for the Library System; including but not limited to renovations, alterations, remodels, and new construction.

#### **ESSENTIAL JOB FUNCTIONS:**

- Manages projects to successful completion, including planning, coordinating, monitoring and evaluating the progress of capital building projects.
- May develop and refine project scope, schedules, and budgets with Library administration.
- Works with architects and engineers to develop plans, specifications, and scopes of Library capital improvements.
- Gathers input from Library Administration to develop requests for qualifications and requests for proposals to solicit professional services for the Library such as building design specialists, consultants, architects, and engineers.
- Works with architects, engineers, and contractors to ensure Library capital improvements are of the highest quality and completed on time and within budget.
- Provides regular project updates to Library administration, managers, and staff.
- Serves as the primary liaison and point of contact with municipal public works officials and other municipal personnel as it pertains to the day-to-day progress/issue resolution on capital building projects.
- Oversees the identification, selection, leasing and making ready of temporary locations when the library is preparing for renovations to an existing facility.
- Works with internal project teams to relocate to temporary locations and open completed capital building projects including but not limited: coordinating the transfer of utilities, books, shelves, and other fixed assets to and from locations.
- Attends and represents the Library at project site meetings including pre-projection/kick-off meetings, weekly project, testing, mock-ups review meeting, quality control inspection, training and project closeout.
- Works with Business Officers and Library Administration negotiating with contractors. Conducts pre-construction conferences, bid evaluations and recommends award of contracts.
- Works with appropriate departments to ensure transfers of utilities, books, shelves, and other fixed assets, to and from temporary locations, when the library is preparing for renovations to a facility.
- Accepts furniture, fixtures and equipment deliveries; verifies items received against order and specifications, approves or rejects items based on specifications; authorizes processing of payment of vendors; meets with design professionals and vendors to resolve issues regarding unacceptable items.
- Drives personal vehicle to and from various locations.
- Oversees compliance with all regulatory agencies, including EPA, Fire Marshall, DOL, plumbing, heating and air conditioning, boiler, and indoor air quality on all capital building projects.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library members' records and the code of professional ethics.
- Performs other related duties as assigned.

#### **SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

#### **MATERIAL AND EQUIPMENT USED:**

- Computer(s)/Printer(s)
- General Office Equipment
- Vehicle (personal)

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

- Bachelor's degree from an accredited four-year college or university in Construction Management or a related field; and
- Three to five years prior related experience, specifically managing multiple large construction projects through completion; or
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

### **Licenses and Certifications:**

- Valid State Driver's License
- Current Motor Vehicle Insurance
- Acceptable Driving Record

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Building needs assessments and related processes.
- Facilities planning and construction management processes and procedures.
- Construction cost estimate, budgeting and project scheduling.
- Project management techniques and principles.
- Knowledge of building codes and standards of practice including compliance with Americans with Disabilities Act accessibility requirements for public buildings.
- Knowledge of computers, internet access, and the ability to navigate within an automated system as well as MS Office applications a variety of software packages.

### **Skill in:**

- Reading and interpreting plans and specifications and comparing them with construction progress.
- Planning and managing complex projects and business relationships simultaneously.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Providing best practices recommendations to senior management and municipal officials regarding the needs of facilities related products, suppliers, and services.
- Communicating in a clear, concise, and timely manner with Library administration, municipal personnel, Library staff and customers both orally and in writing.
- Interpersonal skills necessary to effectively interact with internal staff, contractors, citizens, and volunteers in order to give and extricate information in a courteous and friendly manner.
- Using mathematics.

### **Mental and Physical Abilities:**

- Ability to work on various assignments simultaneously.
- Ability to work without close supervision, interdependent with others when required, and autonomously to ensure projects are completed on budget, on time, and within the technical parameters specified.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT:**

- Work will involve on-site visits of projects at various stages of construction or renovation. The employee will need to be able to climb ladders to roof tops, work outdoors in inclement weather, manage exposure to continuous & loud noises, dust, and odors, and perform in construction environments. When not visiting construction sites, work is conducted in a normal office environment.
- Working time may require irregular hours.
- This position is eligible for Core and Emergency telework.

## **SUMMARY STATEMENT:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.