



CLASS TITLE | PARKS CAPITAL IMPROVEMENT PROJECT MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1273

Effective Date: 02/28/2024

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible to plan, coordinate, research, and manage the development and administration of the Park's Capital Improvement Program (CIP); and performs other related duties as assigned.

ESSENTIAL TASKS:

- Directs the development of the department's long-range CIP
- Develops future costs for projects, conducting cost benefit analysis
- Coordinates planning and capital improvements with internal customers
- Coordinates park planning and capital improvements with various users, agencies, and citizen groups
- Responsible for professional design contract administration for capital improvement projects
- Manages projects requiring coordination with other governmental units
- Creates effective analysis and reports, and makes presentations to boards, policy makers and the public
- Provides technical and administrative support for public information development and support efforts
- Reviews construction project plans and specifications for quality compliance
- Directs the development, design, drafting and planning of park capital improvement projects
- Administers contracts and ensures timeliness of services
- Negotiates with design professionals and other consultants regarding contracts
- Ensures compliance with city, state, and federal ordinances, policies, and regulations related to parks capital improvement projects
- Maintains comprehensive capital project files, information, schedules, and other information through various costing and project management software
- Provides technical assistance to agencies, groups, individuals and other city departments and entities relating to park capital improvement projects
- Formulates and directs the uses of "experts" team formulation and implementation for "benchmarking" and "best practices" analysis during design and construction process
- Administers and coordinates monthly, quarterly and annual audits of capital project expenditures
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. (a) Graduation from an accredited college or university with a bachelor's degree in urban planning, landscape architecture, architecture, engineering, construction management, project management, or related field **and**,
(b) Five (5) years of progressively responsible experience in the development, planning, and managing of parks or other facilities design and construction
2. (a) Graduation from an accredited college or university with a master's degree in urban planning, landscape architecture, architecture, engineering, construction management, project management, or related field **and**,
(b) Three (3) years of progressively responsible experience in the development, planning, and managing of parks or other facilities design and construction



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Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the public health and welfare as it relates to park capital improvement projects, including understanding the natural resources and interdependence of the environmental process
- Considerable knowledge of construction products, material, techniques, methods, processes and standards
- Specific products, materials, technologies, and techniques
- Principles of computer and software systems for financial analysis, cost tracking, and record keeping including spreadsheets, asset management and project management software
- The principles of computer assisted design and drafting systems such as AutoCAD

Ability to:

- Plan, coordinate and implement short and long-range goals for park construction and improvement
- Coordinate and manage the work of contractors engaged in park design, planning and construction
- Develop and evaluate the planning needs of parks and facilities
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate internal and external customers

Skill in:

- Written and verbal communication
- Public speaking and presentation delivery

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license
- b) Registration as an Architect, Landscape Architect, or Certified Planner *preferred*

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, occasionally outdoors and in inclement weather and requires some evening and weekend work.

EEO Code: E-02

Group: Clerical and Administrative

Series: Parks and Recreation