



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING # 2020-16**

CLOSING DATE: OPENED UNTIL FILLED

Job Title: Capital Projects Manager

FLSA Status: Exempt

Work Location: 602 N. Staples & as assigned

Department: Capital Programs

Report To: Managing Director of Customer Services

Grade: 29 Salary: \$32.82 - \$53.50
(Mn-Max)

General Summary: Under general direction of the Managing Director of Customer Services, manages projects/programs for the RTA. Will provide management oversight for all phases of construction projects/programs including coordinating contractors, material, and equipment, ensuring that specifications are followed properly and work is proceeding on schedule and within budget and meeting quality standards.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Assist with the project planning, scheduling, resourcing and budget tracking for various projects.
- Inspect and verify construction plans, progress, and document findings.
- Monitor activities of contractors, trade and general superintendents, engineering, construction managers, and architects.
- Provide project schedule updates, progress reports and budget reconciliation per project.
- Maintain accurate project folders with appropriate support documentation including technical documentation, specifications, cost estimates and field notes.
- Assist with environmental monitoring and reporting required for the company.
- Assist with the development of an annual Capital Improvement Program.
- Assist with the coordination of business project managers to assess and track plans, status, etc. for on-time delivery of critical projects/programs; this includes assisting teams and project managers in removing impediments and resolving cross-team issues.
- Effectively communicate relevant program information to the organization's leadership. This will include assisting with the facilitation of steering committee meetings, as well as the development and delivery of status reports.
- Assist with the facilitation of team and client meetings on a regular basis.
- Mitigate the risks associated with a project/program early on by discovering problems and solving them.
- Contribute to the definition of the project/program management function and play a lead role in establishing project/program processes and procedures.
- Facilitates the development of various proposals for bid.
- Maintains open and effective lines of communication with RTA peers, superiors, subordinates, and customers regarding status and progress of departmental activities, assuring timely consultation on priority items, actions, and other matters of mutual concern.
- Conduct condition based assessment on various infrastructure elements.
- Interact with leasehold tenants to identify property concerns or issues.
- Complies with Regional Transportation Authority polices and procedures and local, state and government regulations.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Establishes & maintains effective and professional working relationships with those contacted in the course of work.
- Performs other job related duties and responsibilities as assigned.

It is RTA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities. To request an ADA accommodation regarding employment, please contact the Managing Director of Administration and/or the Human Resources Department.

Qualifications include:

Knowledge of:

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- Effective administrative, time management and supervisory skills;
- Demonstrated superior verbal and written communication skills;
- Demonstrated problem solving skills; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Ability to plan, organize and prepare technical statistical reports.
- Learn bus and van routes and transit rules and regulations;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before, during or immediately after an emergency as required as part of the RTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment;
- Maintain a dependable attendance record;
- Make effective presentations to the Board of Directors and other parties
- Understand and follow oral and written instructions; and
- Comply with Regional Transportation Authority policies and procedures.

Skills:

- Effective oral and written communication skills;
- Customer Service skills; and
- Bilingual skills, in Spanish, are preferred.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's Degree in Construction Management, Management or Business Administration or a related field.
- **Experience:** Minimum of five (5) years experience in a related field, preferably in construction projects/programs or transportation industry, including three (3) years supervisory experience.
- **License or certificate:** Must possess a valid Texas Driver's License on the date of application as required for position to operate RTA vehicles.
- **Other Requirements:** Must be at least 21 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 30lbs.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V