



# Capital Development & Delivery Manager

**J O B   D E S C R I P T I O N**

## JOB INFORMATION

Approved Date:	5/23/2025 2:36:07 PM
Working Title:	Capital Development & Delivery Manager
Job Family:	Engineer
Classification:	Senior Engineering Manger

## ORGANIZATION

Department:	Public Works
Cost Center/Program:	5052 - Capital Project Management
Exemption Status:	Exempt
Union:	Not Represented

## JOB SUMMARY

The responsibilities of this classification include direct management oversight over engineering, project management, construction program and consultant/contracted services. Duties include management, administration and delivery of complex engineering and infrastructure projects. Responsibilities for strategic and long-range planning activities in areas such as program planning, budgeting, operations, policy issues, and proposed legislation. Leads a professional and technical staff.

This position is responsible for managing the new Capital Development and Delivery section (within Public Works Capital Facilities Department Division) with direct supervision of the Project Management and Construction groups, plus management of contracted professional services. Primary duties include project oversight related to all aspects of the planning, management, and completion of capital projects across the County's capital portfolio, particularly for Public Buildings, Parks, and Utilities.

Coordinates programs and projects with other County Departments, Elected Offices, Public Utilities, State agencies and the public while solving complex engineering and infrastructure issues.

Leads a professional and technical staff.

Plan, develop and implement strategic plans and objectives that aid in achieving Countywide vision, mission and business objectives of the Capital division.

Execute sound business management practices and the development of performance metrics to measure success.

Create and foster an environment in which you are approachable, confident, dedicated to building trust, and committed to creating and maintaining partnerships within your group and with external stakeholders, vendors, and the public.

Recommend Asset Management practices to preserve and optimize capital investments.

Institute best practice project controls, contracts management and procurement with partnership across the County.

## JOB FUNCTIONS

### Essential Functions

Essential Function	% TIME
Manages the preparation of scope, schedule, and budget, including engineering designs, plans, specifications and cost estimates on complex capital projects. Responsible for required site and construction surveying and base-mapping, right of way management, property acquisition, utility easements and coordination.	10%
Manages the development and delivery of the Public Buildings, Parks, and Utilities capital facilities/improvement programs with a combined annual budget of approximately \$50-100m.	35%
Select, supervise and evaluate assigned staff, conduct or oversee performance evaluations and initiate and implement disciplinary actions as warranted, resolve grievances and other sensitive personnel matters, provide for the training and motivation of subordinates in order to make full use	35%

## Essential Functions

Essential Function	% TIME
of individual capabilities and meet changing system demands. Develop, manage, and execute staff and resource budget.	
Direct resolution of sensitive and complex inquiries or service complaints. Manage the alternatives analysis in the design process for assigned programs to find equitable solutions consistent with County policies, goals and regulations, balancing public and private rights and interests. Research and prepare pertinent data and reports for legal counsel, give depositions and testify in court regarding assigned area as required. Ensure the public information required to support the capital programs is planned and distributed to reach target populations.	10%
Prepares budgets with justifications, project revenues and expenditures and more, you will be successful because you bring your strong skills in project management, workforce and revenue forecasting, and budget management to help improve accuracy and long-term planning.	10%

## Required for All Jobs

<ul style="list-style-type: none"> <li>Performs other duties as assigned</li> </ul>
<ul style="list-style-type: none"> <li>Complies with all policies and standards</li> </ul>

This Job is Essential	<input checked="" type="checkbox"/>
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## QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in civil engineering or closely related field required from an accredited University.	Required	
Master's Degree	in civil engineering or closely related field required from an accredited University.	Preferred	
Master's Degree	in civil engineering or closely related field required from an accredited University.	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
8 years	Professional related experience in engineering design and construction.	Required	and
3 years	Supervisory experience	Required	
10+ years	Progressive experience with engineering design and construction	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
Professional Engineer (PE) License	Certification as a licensed Professional Engineer in WA State required.	Upon Hire	Required	and
DL NUMBER - Driver License, Valid and in State	Operates County-owned vehicles	Upon Hire	Required	and
	Certification as a Project Management Professional		Preferred	
	Certification as a Project Management Professional		Preferred	and
Professional Engineer (PE) License	Certification as a licensed Professional Engineer in WA State required.		Required	and

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
DL NUMBER - Driver License, Valid and in State	Operates County-owned vehicles.	within 60 Days	Required

## Equivalency

All minimum qualifications must be met, there are no acceptable equivalent qualifications.

## Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Excellent verbal and written communication skills and the ability to communicate technical information to non-technical audiences and convince others to initiate action.	High
Skill in working with elected officials and the general public to initiate programs and/or systems to enhance the use of existing and future resources.	High
Still in negotiating and identifying solutions that balance the division's and County's interests and those of the negotiating partner(s) within financial capacity and staffing constraints.	High
Sill in assessing and determining the necessary resources to successfully complete work programs.	High
Principles and practices of vertical and horizontal construction	High
Knowledge of WSDOT and CSI Standard Specifications	High
Advanced knowledge of supervisory techniques and principles and the application of this knowledge in a highly technical and political environment.	High
Knowledge and skills in building and managing diverse teams and skill in working with others in achieving common goals and objectives. Skill in conflict resolution techniques and principles.	High
Advanced knowledge of business management techniques including organizational development and change management, financial forecasting, strategic execution, and business value realization.	High

## Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment	
Remote Employment Type:	Flexible Hybrid – Predetermined by Management
Remote Employment Text:	

## Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Balancing		
Bending at the waist		
Twisting at the waist		
Stooping Slight bend at knees		
Squatting		

## Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting		
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

## Lifting/Carry/Push/Pull

### Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs		
Lifting 11-20 lbs		
Lifting 21-35 lbs		
Lifting 36-50 lbs		
Lifting 50 + lbs		

## Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

## Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

## Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

## Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching Above shoulder level			
Reaching at shoulder level			
Reaching below shoulder level			
Steering Equipment, Vehicles			

## Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

## Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp			
Hand Controls			
Repetitive Motion			

## Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.		
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.		
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
Writing: Composing communications in writing		

## Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Math: Compute a series of numeric variables, measurements		

## Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground		
Exposure to Bloodborne Pathogens		
Work Outside		
Customer/Public Contact		
Work Inside		
High Elevations		
Moving Objects		
Slippery Surface		
Wetness		
Temp.Humid/ Extremes		
Temp. Cold Temp		
Confined Spaces		
Special Clothing		
Vibration		
Use of Solvents		
Use of Detergent		
Chemical Contact		
Chemical Vapors		
Dust or Particles		
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

## Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction	Yes	
Memory – Ability to remember and recall procedures, processes and activities routine in nature.	Yes	
Regular and reliable attendance	Yes	
Ability to problem Solve	Yes	
Ability to perform complex & varied tasks	Yes	

## Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Ability to develop & maintain positive work environments	Yes	
Ability to supervise/lead and influence others	Yes	

## Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

## Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

## PRE-EMPLOYMENT EXAMS

## POST-EMPLOYMENT

## COMPENSATION

Annual Max:	\$161,777.14
Annual Min:	\$126,455.27
Hourly Max:	\$0.00
Hourly Min:	\$0.00