Capital Project Manager Job Posting

Would you like to play a critical role in building the future of public transportation in one of the fastest growing cities in the country? Would you like to help Valley Regional Transit manage and oversee capital projects that will keep the Treasure Valley moving?

Check out the Capital Project Manager position below:

Valley Regional Transit is looking for someone who will manage and oversee capital projects that enhance the public’s mobility and advance VRT’s mission. We need someone who will coordinate with other agencies and ensure capital assets and projects are procured, designed and constructed per industry standards.

The ideal candidate will possess a minimum of a bachelor’s degree in engineering, architecture or a related field and 10 years of experience in project management, design and/or construction management. We prefer someone who has five years of supervisory experience.

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon counties in southwest Idaho. Its main responsibilities are to coordinate transit services in the two-county area and develop and implement a regional public transportation system.

VRT owns the public bus system that provides service in Boise/Garden City, and contracts with a private firm to manage its operations. In addition, VRT contracts for transit services in Nampa/Caldwell and between Ada and Canyon Counties.

To apply for this position, please send your resume and cover sheet to jobs@weaversolutions.com

Want more information? Read on:

RESPONSIBILITIES:

- Manage/oversee capital projects that enhance the public’s mobility and advance VRT’s mission.
- Coordinate with regional partners and authorities to build and maintain critical transit infrastructure.
- Develop capital facility and infrastructure plans and projects based on local and regional transportation plans.
- Develop cost estimates and assist with the programming and oversight/management of transit capital projects and infrastructure.
- Oversee maintenance of existing agency facilities and related equipment.
- Coordinates with Planning pertaining to locating and installing bus stops, transit centers and Park & Rides.
- Provides coordination and infrastructure input into the service and route planning process including service changes.
- Coordinates regional facilities and infrastructure plans and procedures.
- Develops and manages project estimates, budgets, schedules and scopes of work.
- Oversees and reviews Operations Department contractors along with compliance staff to ensure all major Facility Maintenance items are planned, completed, and in compliance with all applicable regulations.
• Supervises maintenance staff.
• Ensures standards for environmental protection requirements are being met and followed and reported correctly for capital and infrastructure projects.
• Maintains facility design documentation.
• Maintains, manages, and reviews professional services and construction contracts for completeness and compliance with required regulations, scope, budget and schedule.
• Maintains site plans and maps of all Real Property, bus stops and transit amenities.
• Develops, implements, and maintains capital project processes and guidelines.
• Works with project sponsor and stakeholders to complete project scope, goals, deliverables, required resources within budget and schedule.
• Accountable for project results along with project sponsor.
• Maintains positive working relationships with local jurisdictions, general public and key stakeholders.
• Maintains a professional and courteous demeanor at all times.
• Provides timely, respectful and thorough customer service to internal and external customers.
• Dependable and a self-starter.
• Other duties as assigned.

Minimum Qualifications:
• Bachelor’s and/or Master’s degree or additional degree in Engineering, Architecture or equivalent experience.
• 10 years of project management, design and/or construction management experience.
• 5 years of supervisory experience.
• Knowledge of authority’s general assets, systems and position.
• General knowledge of mechanical, plumbing, HVAC and electrical systems.
• Ability to perform minor repair/renovation/cleanup tasks as needed.
• Ability to prioritize system architecture and triage repair needs with minimal available assets.
• Proficient project management skills and software.
• Proficient with reading and commenting on design documents and familiar with design review process.
• Strong general computer skills.
• Strong oral and written communication skills.
• Highly detail-oriented.
• Proficient in the use of the Microsoft Office suite of products.
• Ability to present complex information in a variety of public forums.
• Strong working knowledge of legal documents and contracts.
• Ability to learn new systems and mechanical characteristics of facilities or infrastructure.

Salary: Ranges from $70,000 to $85,000 annually with consideration given for experience.


Deadline to submit interest in position is Tuesday, May 12 at 11:59 pm (MST).

Valley Regional Transit is an equal opportunity employer.