

Capital Project Manager I/II Position Opening

Capital Projects Manager I or II Position Opening

Do you want to be a part of a great transit development team in a vibrant, growing community? Do you want a great Project Manager job with amazing benefits in a mid-size organization?

Let's get moving...

Valley Regional Transit seeks a talented Capital Project Manager I or II to help ensure the alignment and coordination of Valley Regional Transit's (VRT) ongoing and future mid-to-large-size (\$10,000-\$500,000) capital projects from initial planning phases through completion. The position is part of a team with the Sr. Capital Project Manager, Facilities Manager, and Development Department and provides expertise and project management in alignment with VRT's goals, industry standards, and local, state, and federal guidelines.

Responsibilities:

- Coordinate and manage planning, budgeting, scheduling and delivery of capital improvement projects (typically in the \$10,000-\$100,000 range). Typical projects include bus stop construction, scheduled route changes, permitting, and contractor coordination
- Assists Sr. Capital Project Manager with planning and programming of capital projects over \$100K
- Coordinate with internal staff, and local stakeholders, partners, and governmental agencies to build and maintain critical transit infrastructure.
- Assist and directs the Facilities Manager
- Assists in Capital Planning (1-5 year) discussions and participates in negotiations, preparing consultant and vendor contracts, coordinating design reviews, coordinating bidding and contract awards, supervising construction and monitoring project completion
- Assists with coordinating 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 as needed
- Assists with coordinating regional facilities and infrastructure plans and procedures
- Develops and manages project estimates, budgets, schedules and scopes of work for mid-size capital projects
- Assists with oversight and review of Operations Department contractors along with compliance staff to ensure all major Facility Maintenance items are planned, completed, and in compliance with all applicable regulations
- Ensures standards for environmental protection requirements are being met and followed and reported correctly for capital and infrastructure projects
- Assists with maintenance of facility design documentation
- Assists with maintenance, management, and review of professional services and construction contracts for completeness and compliance with required regulations, scope, budget and schedule
- Assists with maintenance of site plans and maps of all Real Property, bus stops and transit amenities
- Works with project sponsor and stakeholders to complete project scope, goals, deliverables, required resources within budget and schedule for mid-size capital projects
- 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, Urban Planning, or Construction Management or equivalent experience
- 1-3 or at least 5 years of progressive project management, design and/or construction management experience beyond entry level
- 1-2 or 3-5 years supervisory or contract management experience preferred
- Knowledge of general assets, transportation systems, and budgeting authority
- Strong knowledge of civil engineering and construction management gained by education or real world experience
- Ability to perform and/or direct minor repair/renovations
- Ability to work with a diverse team of planning, engineering, maintenance, and operations professionals.
- 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
- Dependable and a self-starter
- Proficient in the use of the Microsoft Office suite of products
- Ability to present information in a variety of public forums
- Ability to learn new systems and mechanical characteristics of facilities or infrastructure
- Must have a valid driver's license

Salary Information:

- Starting salary range: \$67,000 - \$76,000 (Capital Projects Manager I) or \$74,000 - \$85,000 (Capital Projects Manager II) depending on experience
- Location: Meridian, Idaho (office location), Ada and Canyon County (project locations) with hybrid-remote work options
- Excellent benefits package includes:
 - Health, dental, and vision insurance
 - Holiday pay, sick, and vacation leave
- State retirement plan (PERSI): pension and optional 401(k) (see <https://www.persi.idaho.gov/> for more information!)
- Employment Type: Full-time, exempt

Valley Regional Transit is an equal opportunity employer.

**Please submit resume and cover letter on [Indeed](#) or via email to vrtjobs@thompsonconsulting.com*

