



# City of Meriden, Connecticut

*Department of Human Resources*

**Josephine Agnello-Veley**  
*Director of Human Resources*

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July 13, 2022

## **Capital Projects Manager** **Full Time 40 hours**

This is a professional administrative and technical position providing technical engineering services and administering consulting engineering and construction contracts.

Work involves, review and inspection of civil engineering consulting and construction projects, in house design services and other matters requiring engineering expertise. Duties may include design and administration of contracts. This position is also invested with making routine technical civil engineering decisions. The work requires that the employee have engineering knowledge, skill and ability in various phases of municipal public works programs.

A bachelor's degree in civil engineering or related area, from a recognized college or university with some civil engineering experience.

**Rate of Pay:** \$62,025.60-\$78,166.40

Apply on line at <https://tinyurl.com/meridencareers> and e-mail your resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Applications are also available in the Human Resources Department,  
City Hall, 142 East Main Street.

Open until filled

**E.O.E.**

## **Capital Projects Manager**

### **General Description**

This is a professional administrative and technical position providing technical engineering services and administering consulting engineering and construction contracts.

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### **Supervision Received**

Works under the direction of the Director of Public Works and City Engineer.

### **Examples of Duties**

Assists in drafting and recommending engineering policy and plans for the implementation of municipal public works engineering goals and objectives.

For contracted engineering and construction services to the City, provides oversight and administers and evaluates the design of engineering projects, the review of engineering plans, the drafting of preliminary specifications, the inspection of engineering projects under construction, the provision of engineering technical assistance, and preliminary quantities and cost estimates.

Reviews and comments on technical plans and specifications for conformance with civil engineering standards.

Inspects construction in progress. Reviews and assist in the processing of change orders.

Maintains a variety of records and prepares reports.

Monitors projects to determine whether they are on time, within budget, in conformance with design criteria and constructed to approved plans and specifications.

## Capital Projects Manager (continued)

### Examples of Duties

May confer with City officials, contractors and the public to provide information to resolve problems and complaints.

Manage, supervise and inspect the construction of City projects in the field. Approve requests for payment, recommend or, as appropriate, authorize changes, and review and assist in preparing change orders. Ensure necessary coordination with other involved entities to achieve completion within assigned deadlines and budgets.

Assists field crews as needed to ensure work is being completed in a timely and effective manner.

Review construction activities on development projects to ensure adherence to City requirements.

Performs related work as required.

### Knowledge, Skills and Abilities

Knowledge of municipal public works engineering principles and practices.

Public works engineering design ability, in such areas as drainage, hydraulics, bridges, roadways, water systems, sewer systems or traffic engineering.

Ability to enforce professional engineering standards.

Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, consultants, contractors, and the general public.

Knowledge and experience with ConnDOT Design and Construction procedures.

## **Capital Projects Manager (continued)**

### **Qualifications**

A bachelor's degree in civil engineering or related area, from a recognized college or university with some civil engineering experience.

### **Special Requirements**

Must possess Engineer in Training certification within one year of employment.

Must have a valid Connecticut Class D driver's license.