

Town Of Clarksville Capital Project Manager

Location: 2000 Broadway, Clarksville, IN

Hours: Monday through Friday 8:30 – 4:30 p.m.

Salary: \$54,454.00

Benefits: Health, dental, vision, life insurance, cell phone allotment, and retirement benefits

JOB SUMMARY

The Town of Clarksville is now accepting applications for a Capital Project Manager for coordinating activities and resources in support of projects in the Redevelopment department. The Capital Project Manager will work closely with other Town departments to create comprehensive action plans concerning resources, budgets and timeframes for projects. This position will coordinate internal resources and third parties/vendors for the flawless execution of projects.

Duties and Responsibilities:

- Coordination of capital projects, including both INDOT and local projects.
- Serve as an INDOT Employee Responsible in Charge (ERC) for the Town.
- Manage the procurement and reimbursement process for INDOT projects.
- Attend Kentuckiana Regional Planning and Development Agency (KIPDA) meetings and serve on KIPDA boards and committees as requested.
- Provide oversight of budgets and expenditures for all major capital projects.
- Organize meetings of project teams.
- Confers with contractors during construction to resolve complaints, disputes or problems.
- Prepares reports, and maintains records and files
- Administer, resolve, and control all design, construction, contractual and financial issues on assigned projects.
- Serve as liaison between Town departments, Town Council, and various consultants and contractors carrying out major capital projects.
- Provide Long-Term Transportation Planning Services, including Grant Writing for Transportation and/or Bike/Ped Projects.
- Attends Town's Technical Review Committee (TRC Meetings).
- Provide outreach to citizens, businesses, and the Redevelopment Commission and Town Council members.
- Serve as a liaison between the Town and outside funding agencies and groups.
- Perform other duties and serve on other boards as necessary and assigned.

Minimum Qualifications:

- Bachelor's degree in architecture, construction technology, engineering, urban design, urban planning, public administration, or related field.
- Two years of experience in capital project management, preferably within a government agency.
- An equivalent combination of education and experience may be substituted.
- Strong organizational, written, and verbal communication

Employment application is available for download at townofclarksville.com website. Qualified applicants should send application and resume to the following:

Town of Clarksville
Amy Schoenbachler
Human Resources Director
2000 Broadway
Clarksville, IN 47129 or
amys@townofclarksville.com

The Town of Clarksville is an Equal Opportunity Employer