



Chapel Hill

North Carolina



Invites your interest in the position of

Capital Projects Manager



The Town of Chapel Hill is seeking an energetic experienced professional to serve as its next **Capital Projects Manager**. This motivated team leader is a subject matter expert on capital project management and will have the exciting opportunity to advance best practices for managing the Town's Capital Improvements Program (CIP). The next **Capital Projects Manager** must be effective in communicating with diverse stakeholders and advocating for the needs of the Department and the Town's Project Managers while ensuring effective capital project implementation. Additionally, this **Manager** is a natural collaborator and has a successful history of building bridges, seeking win-win solutions where divergent interests lie; and generating commitment and enthusiasm for the strategic vision of the Town. This position is for the highly organized multi-tasker who is a self-starter and thrives in an intense, fast-paced environment.

About the Community:

The Town of Chapel Hill, founded in 1819 and chartered in 1851, was named for the Church of England New Hope Chapel, which once stood atop the hill's crossroads. This thriving, multicultural university town has a population of over 60,000 and frequently appears in national "best place to live" listings and was also recognized as [one of the best towns in the U.S.](#) by the Guardian. As home to the nation's first public institution of higher learning and a lively and successful Tar Heel sports program, Chapel Hill is a picturesque community of 21 square miles filled with trees, historic and mid-century architecture, and a thriving downtown.

A small-town culture with metropolitan amenities, the Town is a recognized pioneer in education, research, and innovation – a place where ideas are born. Home to brilliant minds, award-winning restaurants, innovative businesses, outstanding public schools, museums, galleries, festivals and athletic events, and a vibrant music and performing arts scene, community members and visitors have an abundance of opportunities in this creative town. Historic homes and modern condos coexist beautifully here, all connected by open spaces and free public transportation.

Town community members, who are passionate about supporting the Tar Heels and showcasing their Carolina Blue, are equally passionate about sustainability and community character. Our community enjoys pedestrian-friendly neighborhoods, greenways and trails, and more than 700 acres of parks and open space. Lovely in springtime with woodland wildflowers, greenways and trails, dazzling gardens with azaleas blooming in multicolor, Chapel Hill clearly has a thing for nature. Its love affair with trees dates back to 1889, when cutting down a tree in town was punishable as a misdemeanor and carried a \$20 fine. Popularly referred to as "the southern part of heaven," the town is adopting an additional description that embraces its principles of sustainability – "A Town within a Park."

Located in the beautiful piedmont region of central North Carolina, Chapel Hill sits within a few hours of the coast and the beautiful Blue Ridge Mountains and is less than a 30-minute drive from Research Triangle Park and the RDU International Airport. Our major employers are the University of North Carolina at Chapel Hill, UNC Health Care, Chapel Hill/Carrboro City Schools and Blue Cross/Blue Shield of NC. These thriving institutions help account for a stable employment base that is consistently rated above state and national benchmarks. Our emerging entrepreneurial community is led by LaUNCH, an internationally recognized business accelerator program and collaborative venture of the Town, Orange County, and University.

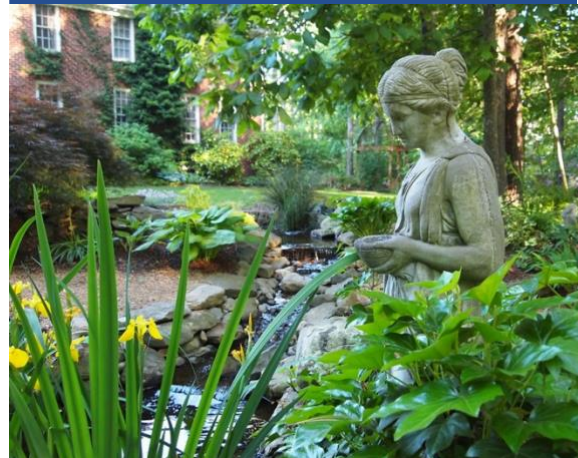
We are home to a diverse, welcoming community in which 17% of our residents were born in countries outside the United States. Demographically, the racial composition of the town in the 2010 census was 73% white, 12% Asian, and 10% black. About 6.4% of the population was Hispanic or Latino of any race. Chapel Hill has a relatively young population with a median age of 25.7 years old. Chapel Hill is considered North Carolina's best-educated municipality, with 73% of adults possessing a bachelor's degree or higher.

About the Organization:

Operating under a Council-Manager form of government, the Town Manager reports to the Mayor and eight at-large Council members. The Town's values – RESPECT (Responsibility, Equity, Safety, Professionalism, Ethics, Communication, and Teamwork) serve as a compass in accomplishing their mission and objectives. Furthermore, our values are reflected in our behavior and daily decisions. As a result, residents have consistently rated Chapel Hill as "high-performing" in [biennial community surveys](#). Chapel Hill's [strategic focus](#) including Environmental Stewardship, Economic and Financial Stewardship, Affordable Housing, Connected Community, Vibrant and Inclusive Community, Safe Community, and Collaborative & Innovative Organization is guided by the community vision established in the [Chapel Hill 2020 Comprehensive Plan](#) and is incorporated into the organization's [departmental business plans](#). The Town has a [proposed \\$127.7 million budget](#) for FY 22-23. More information about the Town can be found [here](#).

About the Department and the Position:

With a budget of \$17.4 million and a team of 113 employees, the Public Works Department is responsible for Fleet Management, Facility Management, Engineering and Stormwater Management, Solid Waste Services, Streets and Construction, and Traffic Engineering.





The **Capital Projects Manager** will report to the Manager of Engineering and Infrastructure and will work collaboratively with the Public Works Department and other town departments to oversee and execute the Town's capital projects, ranging from \$50,000 to \$1 million plus. This professional will be eager to immerse him/herself in the community and embrace the Town's "process driven" approach to all projects/initiatives by engaging and ensuring inclusiveness of public and stakeholder participation, communication, and collaboration. The **Capital Projects Manager** works closely with staff and the Town's CIP Leadership Team to manage capital projects from initial planning through construction and project completion and will interact frequently with senior management, stakeholders, outside agencies and the public. With significant experience and knowledge, this professional can effectively serve in many cross-functional roles while training, supporting, and providing guidance to the Town's project managers. This **Capital Projects Manager** is an excellent problem solver – someone who is flexible, proactive, and responsive with demonstrated interpersonal skills, financial stewardship, and project management skills.

Key Position Priorities:

- Develop effective and systematic communication procedures with internal and external stakeholders so that project priorities, details, timelines, and status reports are routinely delivered and measured against goals.
- Demonstrate successful capital project management through the facilitation of all steps for current and future projects while implementing best practices for managing the Town's Capital Improvements Program (CIP).
- Establish and train staff on a project management system to administer, track and monitor capital projects and develop a plan to ensure interdepartmental and intradepartmental project management support, collaboration and communication throughout the Town's departments including consistent updates regarding project schedules and budgets.
- Define, train, and oversee standard operating procedures for managing capital projects for use by all Town departments and monitor performance related to capital project management, making recommendations for improvements to advance best management practices.

Qualifications:

Bachelor's Degree in Engineering, Construction Management, Construction Technology, Architecture, Landscape Architecture, or other relevant field is required. Special consideration given to a master's degree in Construction Management, Professional Engineering license, and Project Management Professional (PMP) Certification. A minimum of 5 years of increasingly responsible experience in project management or related field with 3 – 5 years' experience monitoring the performance of professionals and contractors is required. Experience in a college town of similar size preferred.

The Successful Candidate is:

- an experienced project manager who is meticulous and adept at overseeing major construction and infrastructure projects with efficient project management skills including engaging in RFPs and bids, and processing bids for contracts and projects;
- successful in strategic master planning for future capital projects;
- flexible with the ability to serve in various cross-functional roles - often simultaneously – as needed (i.e. acting as project manager and the construction manager while also ensuring responsibility for all aspects of a project within the Public Works Department);
- a skilled trainer who can educate and equip staff on project management software system to administer, track and monitor capital projects;
- resourceful in finding or developing innovative solutions to meet workload demands to meet mutual interest relative to capital project management and funding;
- proactive in increasing and preserving collaboration and cohesiveness within and across departments including the Business Management Department, through external relationships with community members, NCDOT, local stakeholders/non-profits, contractors, developers, engineers, and business leaders to effectively meet the Town's goals and internal relationships within Town Departments;
- an effective listener who seeks input from relevant parties, realistically assesses plans and consistently communicates;
- a principled leader who values accountability while holding realistic and fair expectations of self and others;
- an excellent and effective communicator, including one-on-one, small groups and public speaking, who explains complex technical matters in an understandable way and confidently and persuasively engages community members and groups, staff, and Town leaders;
- knowledgeable of theory, principles, practices and techniques of project management, capital improvement projects and programs;
- knowledgeable of applicable federal, state and local law, codes and regulations governing the administration of capital projects management; and;
- proficient in reviewing and understanding development approval processes.



Employee Offered Benefits

- Health Insurance
- Dental Insurance
- Retirement Health Savings Plan
- Paid Time Off (Vacation, Sick, Holidays, Funeral Leave, Parental Leave)
- Local Government Retirement System
- Supplemental Retirement Plans (5% contribution to NC 401K and Optional 457 Deferred Compensation Plan).
- Disability Insurance (Short Term, Long Term, Optional Voluntary Short Term)
- Life Insurance
- Employee Assistance Program
- Direct Deposit
- Credit Union
- Free Parking
- Annual longevity payment after year 5
- Tuition Assistance



Salary and Benefits:

The hiring range for the position is \$80,000 to \$102,000 depending on qualifications and experience. The job maximum for this position is currently \$126,884. The Town's excellent benefits package can be viewed [here](#).

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Capital Projects Manager – Town of Chapel Hill, NC** title. To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings" and scroll down to "Important Information for Applicants." All applications must be submitted online via the Developmental Associates application portal – NOT the Town Employment Application portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters as well as unofficial transcripts must be uploaded with the application. Applicants must apply by June 25th, 2022. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on July 18th – 19th, 2022. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate. All inquiries should be emailed to hiring@developmentalassociates.com. The Town of Chapel Hill is an Equal Opportunity Employer.



The recruitment and selection process is being managed by Developmental Associates, LLC.

