

PERSONNEL MEMORANDUM

DATE: October 7, 2025
TO: All Interested **INDIVIDUALS**
FROM: Human Resources Department
SUBJECT: **ANNOUNCEMENT OF POSITION RECRUITMENT**
POSITION: **SENIOR CAPITAL PROJECT MANAGER**
SALARY RANGE: S; \$92,268.80 - \$124,550.40 annually, DOE

Position Summary

The Senior Capital Project Manager leads and oversees complex and high-priority capital improvement projects to meet the community's infrastructure, facility and recreational needs. This position works under the general supervision of the City Manager or their appointee and collaborates with City staff, other governmental organizations, contractors, and residents to deliver successful projects.

Essential Functions

- Leads interdepartmental project teams and mentors project staff.
- Oversee capital project managers and technicians to ensure alignment with departmental goals.
- Provides strategic input and helps prepare the long-term capital planning and budgeting.
- Reviews and approves technical documents and construction standards.
- Manages complex contracts and negotiates terms with consultants and contractors.
- Provides high-level reporting and recommendations to City leadership.
- Leads risk assessment and mitigation strategies on critical projects.
- Assists the Planning and Development Department in planning and prioritizing the Capital Improvement Program; oversees the implementation of funded projects.
- Serves as Project Manager for projects as assigned.
- Leads the design of plans and specifications in collaboration with department directors.
- Recommends approval of project designs.
- Leads the development and evaluation of requests for qualifications, requests for proposals and bid documents as well as the selection of contracted services and equipment purchases.
- Recommends approval of project designs.
- Ensures all permits for projects are properly applied for and obtained.
- Inspect or directs staff or consultants on projects while in progress and when completed to ensure compliance with job requirements.
- Reviews purchase orders, invoices for payment and other documents for accuracy of information; recommends approval of invoices for payment.
- Leads the management of grant funding for projects.
- Assists with interviewing, selection and evaluation of employees.
- Assists the Manager in the development and implementation of operating policies and procedures.
- Makes presentations at community, regional and state meetings and functions on behalf of the City.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Advanced knowledge of capital project delivery methods and public procurement processes.
- Strong leadership and personnel management skills.
- Ability to manage politically sensitive projects with discretion.
- Ability to plan, implement, and evaluate projects.
- Knowledge of planning and design principles for construction projects.
- Knowledge of management and supervisory practices & principles.
- Knowledge of and ability to effectively utilize the principles of strategic long- and short-range planning.
- Knowledge of state and federal grant processes and requirements
- Ability to assist in the development of department goals and objectives.
- Ability to perform detailed work accurately and independently.
- Ability to adapt to changes in priority.
- Knowledge of City and Department organization, policies and procedures.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Knowledge of modern office practices and procedures.
- Ability to analyze and prepare organizational and functional reports from research data.
- Ability to work the allocated hours of the position.

Required Education, Experience, Licensing, and Certifications

- Bachelor's Degree in: Construction Management, Civil Engineering, Planning, Architecture, or related field.
- Minimum seven (7) years of progressively responsible experience in capital project management, including three (3) years in a supervisory role.
- Project Management Professional (PMP) certification preferred.
- Must possess or be able to obtain a valid Tennessee Driver's License.

To be considered for this position, please submit an application/resume online with the Human Resources Department by **5:00 p.m. EST, Friday, October 31, 2025**. Please visit the **City of Oak Ridge employment link**, <https://www.oakridgetn.gov/386/Job-Openings>.