

City of Irving, TX

Capital Improvement Program Director



825 W Irving Boulevard
Irving, TX 75060



About Irving, TX

Irving, Texas, is centrally located between Dallas and Fort Worth and is home to more than 234,000 residents. Its thriving economy, combined with its proximity to the Dallas/Fort Worth International and Dallas Love Field airports, has made Irving a corporate powerhouse.

The city's rich diversity is not only exhibited by its population or number of languages spoken by residents, but by the makeup of its business community. Irving is home to more than 8,500 local and multinational companies to include four Fortune 1000 companies and six Fortune 500 companies, which operate global headquarters in Irving. Approximately 73 percent of Irving's tax base is derived from commercial property and business activity, and the city's daytime population surpasses 300,000 throughout the week.

Irving's state-of-the-art transportation options include two large airports, a light and heavy rail, as well as a number of major highways, providing easy access to North Texas and beyond. Employment opportunities abound. During the past fiscal year, Irving added more than 8,000 jobs to its existing market by attracting 20 corporate relocations and assisting with existing corporate expansions.

In recognition of its strength, Irving has been recognized as a top 10 Best City to Start a Career and Hardest Working City in America by WalletHub. Forbes listed Irving as the No. 1 Best City for Jobs in 2017. According to The Dallas Morning News' Best North Texas Cities for Millennials, the younger demographic ranks Irving in the top three, citing affordability, walkability and transportation access.

Irving offers the world-class Irving Arts Center that hosts live theater, ballet and symphony performances, as well as national and local visual exhibits. The Toyota Music Factory offers an 8,000-seat music hall that includes a 4,000 seat amphitheater and numerous dining and retail opportunities.

While Irving is in the center of a large metropolitan area, its beautiful green spaces — including exceptional golf courses and more than 80 parks on 1,868 park acres — beg outdoor activity. Irving's Champion Trail offers 13 miles of walkable, bikeable trail. Irving is the first city to share a major connection along the Trinity Trail System, a regional network that will ultimately span 250 miles and connect 16 counties across North Texas. The City of Irving also is home to six full-time recreation centers that offer a variety of indoor sports and children's programs, six aquatic centers, a dog park, lighted tennis courts, a youth action center, and a senior activity center. Multiple outdoor sporting venues are offered as well.

Of Irving's 67.9 square miles of land area, more than 23-square miles are dedicated to master-planned developments and districts. These well-designed developments include Dallas Communications Complex, DFW Freeport, Freeport Center, Heritage Crossing District, Las Colinas, Valley Ranch, and multiple retail centers.

Irving has more than 100 shopping centers and more than 500 restaurants offering a variety of cuisines. Residents are well served through the community's health care systems, and educational opportunities abound. Residents are served by Irving, Carrollton-Farmers Branch, and Coppell school districts, as well as a variety of private and parochial schools and academies. Irving also boasts three fully accredited institutions of higher learning: DeVry Institute of Technology, North Lake College, and the University of Dallas. In addition, the city is within easy commuting distance to the Southern Methodist University, Texas Christian University, Texas Wesleyan College, Texas Woman's University, University of North Texas, University of Texas at Arlington, and the University of Texas at Dallas.



Irving City Government

The City of Irving is a full-service municipality that operates under a home-rule charter with a council-manager form of government consisting of the mayor and eight city council members who serve three-year terms. The mayor and two council members are elected at-large, and the remaining council members represent single-member districts. The mayor and city council appoint a professional city manager to manage the day-to-day operations of the organization. The City of Irving has 2,336 employees and has an FY 2019-20 budget of \$683.2 million. The ad valorem tax rate is \$0.5941 per \$100 of valuation. Irving's 24 departments are grouped cross-functionally to create consistency, productivity, and flexibility in the workplace.

The Department

The Capital Improvement Program (CIP) is involved in various aspects of all new construction taking place in the City of Irving. CIP is responsible for project design, construction administration, and infrastructure inspection of all the city's newly constructed facilities, as well as park planning and development.

CIP oversees the construction of city streets; water, wastewater and drainage infrastructure; and facilities such as libraries, aquatic centers, fire stations and parks. The department includes Engineering, CIP Coordination and Planning, Architecture Projects, Real Estate, Surveying, and Facilities.

Current/Upcoming Programs

Municipal Drainage Utility

The Capital Improvement Program (CIP) Department oversees rehabilitation and reconstruction projects that improve neighborhoods and corridors, to ensure the public welfare and improve the quality of life for residents and businesses.

The CIP administers the Municipal Drainage Utility (MDU) to assist in compliance with the Texas Commission on Environmental Quality regulations related to the city's stormwater permit. This includes public education, inspections and neighborhood drainage improvements throughout the year.

Road to the Future

Irving has officially launched its new program, "Road to the Future: \$100 Million in 5 Years," supporting road reconstruction and rehabilitation across the city.

The Position

Under the general direction of the Assistant City Manager for Public Works and Infrastructure, the Capital Improvement Program Director manages and directs the Capital Improvement Program Department, including developing long-range plans and designing and implementing capital improvement projects.



Supervisory Responsibilities

Responsible for full personnel management including selection, discipline, grievances and formal performance evaluations for six direct reports plus all employees reporting up through subordinates, which total 101 employees.

Education and Experience

Qualified candidates will have a Bachelor's degree from an accredited college or university with major coursework in a relevant field of study, and a minimum of five (5) years of related experience, including at least two (2) years of supervisory experience.

Licenses and Certifications

- State of Texas Licensed Architect or the ability to become licensed in the State of Texas is preferred.
- State of Texas Licensed Irrigator or the ability to become licensed in the State of Texas is preferred.

Duties, Functions and Responsibilities

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Schedule, monitor, and supervise the work activities for the division, which includes reviewing park designs, cost estimates, construction and bidding documents, bid award recommendations, and change orders.
- Oversee design work performed by consultants for large scale capital improvements, including the design process and plan reviews.
- Develop, administer, and monitor department budget of \$6 million annually, including requests for operational expenditures and capital improvements.
- Coordinate project planning and capital improvements with various regulatory agencies to ensure regulatory compliance.
- Meet with various community organizations to discuss and to solicit input regarding capital improvement projects.
- Prepare informational reports and exhibits for the Parks and Recreation Advisory Board and committees.
- Develop and write grant applications to secure grant funding for park development.
- Prepare requests for bids and solicits, evaluates, and recommends professional services consultants for planning, design, and implementation of projects.
- Prepare various reports and logs related to divisional and project activities.
- Perform related duties as assigned.



Knowledge, Skills, and Abilities

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Architectural Principles: How to read and write basic plans and blueprints.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Computer Usage: Computer hardware and software applications. This includes CAD and technical design programs.
- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Government Policy: Policies, operations, and processes at the local, state, and national levels.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- Advanced Math: Mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Research: Conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.

The Ideal Candidate

The ideal candidate will be a strong project manager with full life cycle experience. Due to the timing of current programs, the ideal candidate needs to have experience working with bond programs and drainage issues and be prepared to hit the ground running. In addition to a strong project manager, the CIP Director needs to be an innovative leader who is skilled at finding creative solutions.

The ideal candidate will have experience working with engineers and architects on multiple projects and have the ability to understand and design technical plans, blueprints, and models. Effective communication along with strong collaboration will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.

The ideal candidate must exhibit strong coordination and relationship-building skills in working with the entire organization and set a positive example of competence, professionalism, energy, and work ethic to the organization and community.

Salary

The starting salary and benefits for this exceptional professional opportunity are negotiable and highly competitive, depending upon the background and qualifications of the successful candidate. Relocation assistance will also be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: IRVINGCIPD

Affion Public
2120 Market Street, Suite 100
Camp Hill, PA 17011
888.321.4922
www.affionpublic.com



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