



Capital Project Manager

\$47.40–\$63.48 Hourly

The Opportunity

Marion County is seeking a dynamic Capital Project Manager to plan, coordinate, and oversee the County's capital project management processes. This position serves as the department's primary resource for developing and managing capital projects in Oracle Fusion PPM.

Project Leadership

From initiation through final closeout, you will establish project structures, controls, procedures, milestones, performance measures, and reporting requirements. You will coordinate with Finance, Procurement, facilities and systems, technical and construction staff, departments, consultants, and contractors to manage scope, budgets, schedules, change orders, risks, building performance goals, and documentation.

Workflows and Closeout

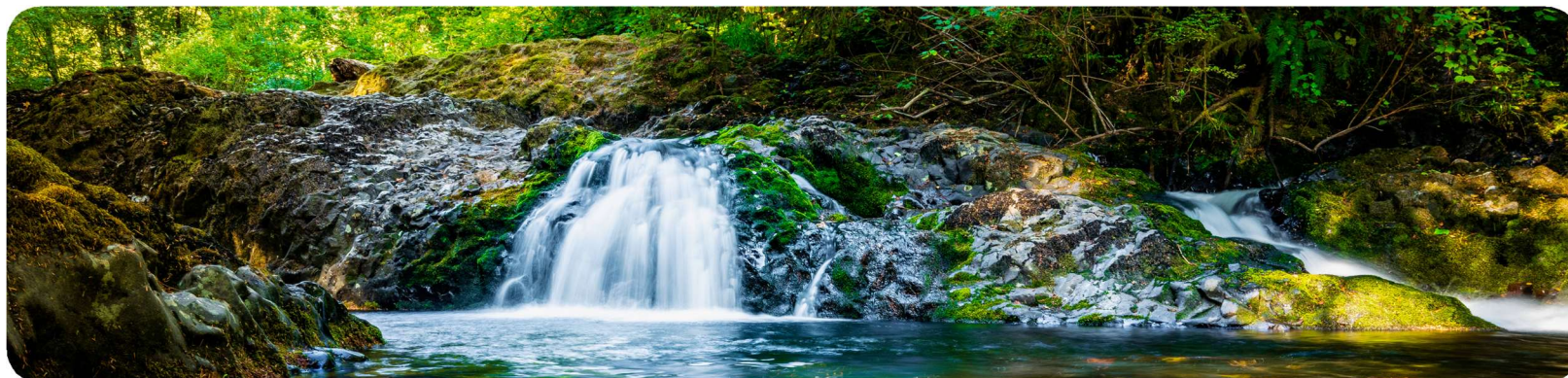
You will establish procedures for new and modified project workflows and ensure that closeout records—including as-built documents, warranties, project metrics, and financial information—are complete and accurate. In coordination with the Facilities Capital Team, you will also ensure that information for new, modified, or replaced assets and equipment is transferred to the County's asset management and work order systems.

Team and Portfolio Support

You will provide functional leadership to the Capital Projects Team without direct supervisory responsibility. You will also develop portfolio reports and information that support the County's five-year capital plan and capital investment decisions.

Join Our Team

If you thrive in a collaborative environment and are ready to advance excellence in capital project management, we invite you to apply and help shape the future of Marion County.





Capital Project Manager

GENERAL STATEMENT OF DUTIES

Develop and implement the project portfolio plan for critical projects, provide technical and functional direction to employees, and non-employee service providers assigned to highly complex projects, and be responsible for the successful completion of projects. Coordinate the planning, development, administration, and implementation of significant business process re-engineering projects from inception to completion. Guide to ensure repeatable and standardized project management methodology, measurable by objective and quantifiable key performance indicators across a project's life cycle. Ensure application of project governance, industry best practices, and standards.

SUPERVISION RECEIVED

Work under the general supervision of a manager or designee, who assigns, reviews, prioritizes and ensures conformance to established standards, and practices for the work being performed.

SUPERVISION EXERCISED

Supervision is not a responsibility of positions in this classification; however, this classification includes a full spectrum of lead worker duties as assigned by the supervisor and defined in the Marion County Personnel Rules with no additional compensation.

Responsibilities

Capital Project Development and Lifecycle Management

- Develop and establish capital projects from initial concept through completion, including project scope, budget, schedule, funding, milestones, and required deliverables.
- Coordinate and monitor the full project lifecycle, identifying and addressing risks, scope changes, schedule issues, and resource needs.
- Ensure effective project closeout, including final costs, project metrics, as-built documentation, warranties, O&M information, and required turnover documentation.

Fusion PPM and Project Controls

- Develop, establish, and maintain capital projects in Oracle Fusion PPM, ensuring accurate project structure, financial information, location, funding, tasks, milestones, and other required data.
- Establish and monitor project controls, including budgets, forecasts, change orders, commitments, schedules, and project reporting.
- Serve as the departmental subject-matter expert for Fusion PPM, coordinating with Finance, ERP/IT, and other stakeholders to resolve issues and improve project functionality and reporting.

Project Governance and Process Improvement

- Develop and maintain standardized procedures, workflows, and controls for capital project initiation, management, change management, reporting, and closeout.
- Establish project goals and performance measures, including applicable Oregon Building Performance Standards and other County objectives.
- Identify and implement process improvements, ensuring new or changed workflows are documented,



communicated, and consistently applied across capital projects.

Project Governance and Process Improvement

- Establish requirements for asset and equipment information to be collected during capital projects and transferred to ongoing facilities operations.
- Coordinate with the Capital Projects Team to ensure new, modified, or replaced assets, warranties, maintenance requirements, and equipment information are accurately incorporated into the County's asset management and work order systems.
- Ensure complete project turnover to Facilities operations, including required as-builts, O&M information, asset records, warranties, and other information necessary for effective lifecycle management.
- Perform other duties as assigned by your supervisor.

EXPERIENCE AND TRAINING

1. Bachelor's degree in business, computer science, information technology, project management, or a related field; AND
2. Six years of professional project management experience, including two years of budget oversight and lead experience; OR
3. Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Marion County.

PREFERENCES

- Certified Project Management Professional (PMP) or industry equivalent certifications.
- Experience working in an ITIL (Infrastructure Library) or ITSM (service management) environment.

SPECIAL REQUIREMENTS

- The finalist for this position will be required to pass a criminal history background check, including finger printing; however, conviction of a crime may not necessarily disqualify an individual for this position.
- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- 24-Hour Response. Must be available to perform response duties during an emergency. This classification is essential; a department may designate positions to work during emergencies or business closures to meet operational requirements, ensure health and safety, and protect people and property.
- This assignment is not represented by a union.
- This is a full-time position, which is not eligible for overtime.
- Typical Work Schedule: In-Office/On-Site Monday - Friday, 8:00 a.m. - 5:00 p.m., with flexibility depending upon the needs of the department and program

PHYSICAL REQUIREMENTS

Operates a motor vehicle; sees using depth perception; stands; sits up to an hour at a time; moves about the work area; bends forward; stoops; reaches overhead; lifts and carries up to 50 lbs. unassisted for up to 50 feet; pushes and pulls up to 50 lbs.; moves carts weighing up to 50 lbs.; operates a keyboard; uses rapid mental/hand/eye coordination; sees using depth perception; speaks clearly and audibly; reads a 12 pt. font; distinguishes colors and shades; hears a normal level of speech; works in areas that may be exposed to heat, cold, humidity, smoke, dust, vibration, noise, and chemicals; works in areas that may be uneven or wet; uses

ladders and/or scaffolding; works in areas that may be exposed to blood or body fluids; occasional ear protection needed when onsite during loud project operations/construction.



Marion County
OREGON

COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program.

Benefits Include:

Insurance coverage:

- Medical, prescription, vision and dental plans covering employees and dependents with low or no employee premium share
- Employer paid basic life insurance
- Employer paid accidental death and dismemberment plans
- Employer paid long-term disability plan

Retirement benefits:

- Participation in the Oregon Public Service Retirement Plan (OPSRP) - Employer pays the 6% employee contribution
- (457) deferred compensation plan option
- 401K 2.5% contribution paid by County

Annual paid leave:

- 17 vacation days
- 12 sick leave days
- 10 holidays
- 2 personal days

HOW TO APPLY

To submit an online application for this position, go to:

<https://www.governmentjobs.com/careers/marion>

Marion County does not accept mailed, delivered, faxed, or e-mailed applications.

If you have questions about this position, please call (503) 566-3949 or e-mail

HRRecruitment@co.marion.or.us

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.