



CAPITAL INFRASTRUCTURE SPECIALIST JOB DESCRIPTION

Job Title: Capital Infrastructure Specialist		
Dept./Division: BOCC	Job Class Code: TBD	
Pay Grade: 132	PCN: TBD	
FLSA: Exempt	Effective Date: July 2025	
Representation Status: Non-Represented	Revision Date: July 2025	
Reports To: County Manager		

NATURE OF WORK

Under administrative direction, the Capital Infrastructure Specialist serves as the County’s lead for planning, managing, and coordinating capital infrastructure initiatives. This position blends strategic capital planning, lifecycle asset management, and capital project delivery with budget oversight, technical review, and construction supervision. The role ensures that County facilities and infrastructure projects are well-conceived, appropriately funded, professionally managed, and aligned with organizational priorities.

The work assigned to this position is complex, and requires a solid understanding of construction practices, building systems and operations, lifecycle replacement planning, and facilities maintenance standards. The Specialist will interpret technical construction documents, oversee staff and independent contractors, use independent judgment to analyze information and communicate recommendations to the County Manager and Board of County Commissioners. This position will work closely with the Public Works Director and Facilities Director, and will serve as a liaison to elected officials, stakeholders, and the public regarding Capital Projects. Physically access facility areas for project monitoring and evaluation, including rooftops, crawlspaces, and similar environments.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Lead the planning, development, and execution of capital construction, renovation, and major maintenance projects across County-owned facilities and infrastructure.
- Collaborate with architects, engineers, consultants, and internal departments to develop and review project scopes, specifications, budgets, schedules, and lifecycle cost assessments.

- Read and interpret construction documents (plans, specifications, submittals) and oversee on-site implementation to ensure code compliance, quality assurance, and alignment with County expectations.
- Evaluate and manage building system lifecycle schedules (e.g., roofing, HVAC, electrical, plumbing, envelope systems), and integrate replacement planning into capital investment strategy.
- Oversee the maintenance and regular updates of the County's Capital Facilities Plan and long-term Capital Improvement Program; coordinate and facilitate Capital Facilities Plan Committee meetings, including scheduling, agenda preparation, accurate minute-taking, and effective dissemination of meeting outcomes and follow-up information.
- Conduct financial and operational analyses to evaluate project feasibility, long-term costs, and funding strategies.
- Monitor project performance against scope, schedule, and budget, and take corrective action as needed.
- Coordinate grant applications, reporting, and compliance; research and secure funding opportunities.
- Supervise or direct assigned staff, consultants, or project teams.
- Serve as the liaison to the County Manager, Board of County Commissioners, elected officials, and other key stakeholders.
- Prepare RFPs, RFQs, bid materials, and manage public procurement in accordance with applicable law.
- Conduct field inspections and site visits during planning, construction, and close-out phases.
- Develop and manage project and capital budgets; prepare cost tracking, variance analyses, and fund forecasting.
- Present project information clearly to elected officials, community groups, and the public.
- Ensure full documentation, compliance, and operational handoff at project close-out.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in both an office setting in active public facilities and in construction sites, mechanical spaces, and undeveloped property. Fieldwork involves exposure to outdoor elements, noise, dust, uneven terrain, and potential hazards associated with construction and building systems. May require sitting, standing, and walking for extended periods during the work shift. Use of personal protective equipment (PPE) in certain circumstances will be required.

QUALIFICATIONS:

REQUIRED: Education, experience, certifications, etc.

At least ten (10) years of progressively responsible experience in capital project planning, construction management, or infrastructure operations, which includes management of complex construction projects and budgets; or an equivalent combination of education, training, and experience that shows the candidate has the knowledge, skills, and abilities to perform job duties.

AND

A valid Driver's License.

PREFERRED: Education, experience, certifications, etc.

- Experience in a governmental or public-sector setting.
- Experience with facility lifecycle replacement planning.
- Experience with capital asset management.
- Professional certification such as Project Management Professional (PMP), Certified Construction Manager (CCM), Certified Facility Manager (CFM), or Professional Engineer (PE) designation.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- Construction project delivery methods (design-bid-build, design-build, GC/CM).
- Building systems (HVAC, roofing, plumbing, electrical, structural) and facility operations.
- Lifecycle asset management and long-term replacement planning strategies.
- Public sector budgeting, financial modeling, and grant administration.
- Construction codes, regulations (e.g., IBC, ADA), and permitting requirements.
- Procurement law and contract compliance in public capital projects.
- State and local accounting standards, including Washington State BARS.
- Safety protocols for construction trade.

Skills in:

- Interpreting and reviewing construction documents, blueprints, and specifications.
- Evaluating building systems and project conditions in a variety of locations (e.g., rooftops, crawlspaces, mechanical rooms).
- Supervising professional staff, technical consultants, or project teams.
- Communicating complex technical and financial concepts to varied audiences.
- Managing multiple, high-stakes capital projects simultaneously.
- Proficiently using computer hardware and software (Microsoft Office, Windows) in an office environment.
- Preparing detailed analyses, reports, and recommendations for leadership.
- Building collaborative, trust-based relationships across departments and with external stakeholders.
- Effectively coordinating with contractors, consultants, and internal stakeholders.

Ability to:

- Learn and follow County policies and procedures.
- Read and interpret technical drawings and specifications.
- Traverse and inspect all areas of jobsite in all types of weather; this may include walking, standing, climbing, reaching, bending, crawling or stretching.
- Climb stairs, ladders, or scaffolding, and access rooftops and elevated areas for inspection and assessment.
- Enter and move through confined spaces such as crawlspaces, attics, and utility rooms.
- Lift and carry up to 50 pounds.
- Work more than 40 hours per week at times to address issues within the position's scope of authority.

Behaviors:

- Regular, reliable attendance.
- Treat co-workers, contractors, and the public with dignity and respect.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date