



**CITY OF ORLANDO, FLORIDA  
CAPITAL IMPROVEMENT PLAN  
DIVISION MANAGER**

**MGT**

# CITY OF ORLANDO, FL

## CAPITAL IMPROVEMENT PLAN DIVISION MANAGER

MGT is pleased to partner with the City of Orlando in search of top-tier candidates for its Capital Improvement Plan Division Manager.

Orlando (pop.325,000) is best known for its theme parks and tourism, but there is so much more to what makes it a great place to live, work and play. With world-class venues hosting countless concerts, sporting, and cultural events, a diverse and budding food scene, unique neighborhoods, and an inclusive and welcoming character, Orlando is a city for everyone.

But what makes Orlando special is its compassionate, diverse, multicultural community that embraces equality and human rights for all and is committed to ensuring every person who chooses to call the city beautiful home feels equally valued, equally protected, and has equal access to opportunity.

The CIP Division Manager is a key member of the Public Works Department and the City's executive leadership team and responsible for overseeing and managing all aspects of capital improvement projects both horizontal and vertical within the city, including planning, budgeting, procurement, and execution of both short-term and long-term initiatives. The role ensures projects are completed on time, within budget, and in compliance with all applicable regulations and organizational standards.

In addition, this position will collaborate with internal and external stakeholders to prioritize projects, assess the need for capital improvements, and ensure alignment with the City's goals and strategic initiatives. This role requires considerable independence, discretion, sound judgment, and initiative.

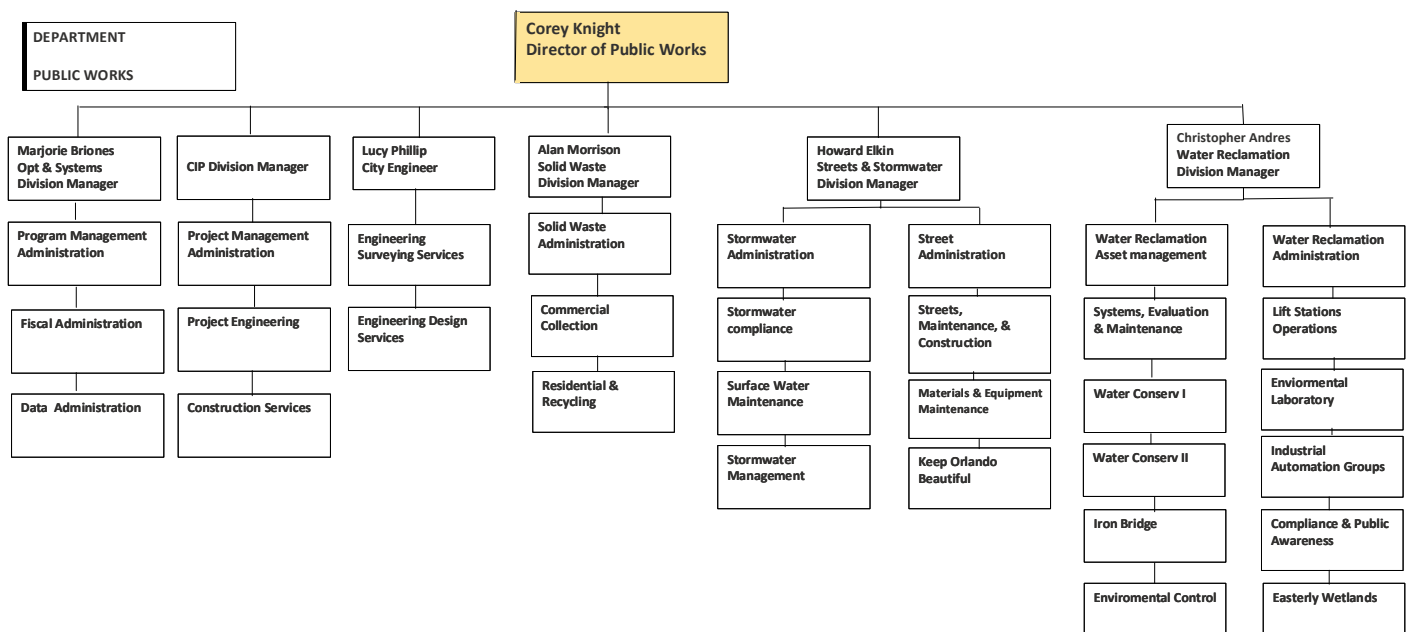
Significant collaboration with multiple stakeholders, including senior management, department heads, and external financial entities, is essential.





## THE DIVISION

Capital Improvement Division of the Public Works department oversees projects help maintain or improve the City of Orlando's infrastructure, which can include facility construction, underground pipes, roads, sidewalks and more. Through the planning, design and construction of public infrastructure, the Public Works Department proactively identifies innovative solutions for creating a sustainable city for future generations.



## CURRENT AND UPCOMING PROJECTS

### OTHER IMPORTANT LINKS:

- [Capital Improvement Program 2022-2026](#)
- [2025 Growth Management Plan Refresh](#)

### LONG TERM GOALS & OBJECTIVES

- Each district has a variety of multiyear projects. Click here to find specifics about these [Building and Development projects](#)

## THE POSITION

The Capital Improvement Plan Division Manager oversees the design and construction of a significant portion of the City's 5-year Capital Improvement Plan, currently totaling \$1.7B. Additionally, the division's internal services fund has a budget of \$7.6 million.

This key leader will oversee a division with 42 employees and have four direct reports, including two Assistant Division Managers, one Senior Administrative Assistant, and one Outreach Coordinator. The position reports to the Public Works Director.

As a leading candidate for this position, you will leverage two key skill sets: your exceptional engineering design expertise and your practical construction experience to ensure all projects are completed within the goals and scope of work to the highest standards.

### MINIMUM QUALIFICATIONS

- Bachelor's degree in civil engineering, environmental engineering, or related field.
- A minimum of four (4) years of responsible experience in the design and administration of horizontal and vertical projects, with at least two (2) years of experience in a management capacity.
- A current Florida Professional Engineer (PE) license is required or valid PE license from another state with reciprocity for transfer within 6 months from hire date.
- A valid Florida Driver's License is required.

### PREFERRED QUALIFICATIONS

- Knowledge of and previous experience in handling the unique challenges and risks associated with traditional **Design-Bid-Build** AND **Design-Build** delivery methods.
- Understanding and experience in both horizontal and vertical capital improvement projects.
- Volunteer leadership experience on a non- or not-for-profit board or professional association.



## KEY RESPONSIBILITIES

### Project Management:

- Oversee and manage all capital improvement projects, ensuring compliance with legal requirements and regulatory mandates.
- Identify and address risks related to operating project management and capital projects.

### Strategic Collaboration:

- Collaborate with Directors and senior leadership to develop and execute the City's project strategies and capital improvement initiatives.
- Provide project management analysis and expertise to other City departments and the City Council, presenting information in formal meetings.

### Team Leadership:

- Lead, supervise, and direct a team of professionals involved in project management and capital planning activities.
- Provide guidance, coaching, and team management to ensure high levels of productivity and effectiveness within the Capital Improvement Division.
- Foster a collaborative work environment to achieve both short- and long-term goals.



### Process Improvement:

- Research industry best practices and advocate for ongoing process improvements in capital improvement projects, capital planning, and financial reporting.

### Communication and Stakeholder Engagement:

- Communicate effectively with internal departments, elected officials, external agencies, the community and other stakeholders to ensure project alignment with organizational objectives.

### Expert Resource

- Serve as an expert resource in operational capital improvement management and strategies.



## COMPETENCIES AND SKILLS

### Engineering Expertise

- Civil, sanitary, environmental, and construction engineering principles.
- Development, construction, operation, and maintenance of City of Orlando infrastructure.

### Project Delivery Method

- Demonstrate a strong ability to collaborate with multidisciplinary teams, streamline project timelines, and ensure cost-effective solutions. Experience in handling the unique challenges and risks associated with Design-Build delivery methods is preferred.

### Financial Management

- Operating budget management and best practices.
- Alternative funding options and municipal finance.

### Regulatory Compliance

- Familiarity with regulatory requirements and compliance standards for public infrastructure projects.

### Leadership and Team Management

- Strong leadership abilities with a proven track record of managing a team of professional engineers effectively.
- Ensures high performance and team collaboration.

### Interpersonal and Communication Skills

- Excellent interpersonal skills for collaborating with government officials, contractors, other employees and the community.
- Skilled in conveying complex technical information to varied audiences, including elected officials, senior management, colleagues and/or the community who may not possess specialized technical knowledge.

### Project Management

- Expertise in managing complex projects, including financial oversight, timeline management, and resource allocation.
- Ability to manage multiple, complex capital improvement projects simultaneously while maintaining high standards of quality and safety.

### Decision-Making and Analytical Skills

- Must possess a proactive and decisive approach to managing projects and making critical decisions. This role requires someone with a strong organizational mindset, capable of overseeing multiple initiatives simultaneously, rather than focusing solely on design engineering.
- Strong decision-making skills with the ability to exercise sound judgment.
- Ability to interpret and analyze technical documents, financial data, and regulatory reports, providing actionable recommendations.

### Adaptability and Attention to Detail

- Ability to adapt to changing priorities and meet deadlines while maintaining attention to detail.

### Work Environment and Requirements

- Occasional travel to project sites may be required.
- Some evening or weekend work may be necessary to meet critical project deadlines and/or attend community meetings.
- This position involves both office and fieldwork, including conducting site inspections to ensure compliance with project specifications and safety standards.





## KEY OPPORTUNITIES AND CHALLENGES

- **Pride of work and achievement** – Imagine the immense pride you'll feel as you drive past numerous major, multimillion dollar projects on your way to work, knowing that you and your team played a crucial role in bringing them to life. That sense of accomplishment is truly priceless.
- **Leading an amazing in-house team** – The division manager has a strong professional team and must provide support, clear roadblocks and assist, when needed, to ensure projects are completed within scope and on time.
- **Engaging on generational, innovative projects** – In the next decade, the division has both the challenge and opportunity to work on some of the most unique and transformative projects that will build the city of the future. You won't work on projects like this in other organizations or city.
- **High-profile position** – This position, and your team, are essentially an inter-departmental consulting firm. You'll interact with everyone in City Hall and the community – the mayor, executive team, elected officials, department leaders, vendors, business owners, community and others.
- **World class organization with a great quality of life** – The City of Orlando is known for its progressive spirit and vibrant community. As an international destination, it sets the standard for best practices that other cities aspire to follow. The city's leadership is dedicated to building a better community, continually striving for innovation and excellence. The Public Works Department offers a welcoming environment where you can be part of a great team, work hard to achieve a sense of accomplishment every day, yet still maintain a great quality of work-life balance.
- **Wide variety of employee activities** – The city offers a vibrant array of employee activities that foster teamwork, community and well-being. In addition to events like Bike-to-Work Day and retreats, employees can participate in wellness programs, team-building exercises, and volunteer opportunities. The city hosts regular fitness classes, health fairs, and recreational sports leagues to promote a healthy lifestyle. There are also professional development workshops and networking events to support career growth. These activities not only enhance work-life balance but also create a supportive and engaging work environment where employees can thrive.
- **Opportunity to Advance** – Many leaders in the division have had one of more promotions or appointments – the City likes to promote from within!
- **Team Communications on Sensitive Issues** – As a decision-maker, you will initiate projects with strategic planning and clear communication with your team. However, changes in direction from elected officials or city executives may occur, requiring you to convey these shifts to the team – such as prioritizing a new project that takes precedence. The new Division Manager must earn the team's trust and respect to ensure everyone aligns with the updated priorities.

## OTHER IMPORTANT INFORMATION

**Application Instruction and Deadline Date** – Qualified candidates who meet the minimum qualifications are encouraged to apply online at [GovHRJobs.com](https://govhrjobs.com) and should submit résumé, cover letter, and contact information for four or more supervisory and/or professional references online at by Friday, May 2, 2025. Applications will be reviewed as they are received and the job posting may close once a suitable candidate is identified. Early applications are encouraged.

**Confidential questions** regarding the recruitment may be directed to: Joan Walko, MGT Senior Consultant, (410) 499-9586

**The hiring range** is up to \$165,000 depending on qualifications.

**Florida Sunshine Laws** – Please be aware that all aspects of this recruitment are open to public records requests throughout the process.

**Benefits and Wellness Offerings** – The City offers a generous and competitive benefits package – with world-class benefits designed to meet the needs of employees and eligible dependents and add value to their lives. Most benefits are effective on the 31st day of continuous employment. Dental and vision coverage is effective the 1st day of the month following your 30th day of continuous employment.

The menu includes a comprehensive list of options, including

- Medical, dental, vision, spending accounts, life, disability,
- For a great work / life balance, the city offers a generous time off program that includes:
  - Personal leave based on seniority (136 to 216 hours) with an additional 64 hours of management leave
  - 10 paid holidays (plus 24 hours of floating holidays)
- Retirement and Savings Plan 401A (7% City contribution plus up to 3% match)
- and other benefits and rewards.
- Auto Allowance - This position will have 24/7 access to a city vehicle.

For more information about plan highlights, costs, and effective dates, please visit the [City of Orlando Benefits Summary](#).

**Veteran's Preference** is given according to Florida Law. Please answer the supplemental questions and attach a copy of your DD214 and service-related disability documentation (if applicable) to your application prior to the job posting closing date. If confidential information (E.g. social security number) appears on your form, please make a copy and redact that information **only** prior to submission.

“The City of Orlando provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, sexual orientation or genetic information.”



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