

CONSTRUCTION MANAGER

DEFINITION

Under general direction, performs comprehensive construction management duties including contract administration of improvement projects and field personnel supervision.

SUPERVISION RECEIVED/EXERCISED

Receives general administrative direction from higher level management staff. Exercises supervision over lower level professional and/or technical staff.

DISTINGUISHING CHARACTERISTICS

The Construction Manager is a single position class. Receiving general direction from higher level management staff, the incumbent performs a variety of technical and managerial work of considerable difficulty, supervises lower level professional and/or technical staff involved in the investigation, quality control, quality assurance, and/or inspection of construction projects. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Plans, assigns, and manages the work of a group of professional and sub-professional employees in connection with the engineering review, coordination and inspection of construction activities affecting City facilities.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Directs, oversees and participates in performing quality assurance/control audits of construction project phases, including planning, engineering, inspection, scheduling, and budgeting.

Prepares contracts and negotiates revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers, and contractors.

Inspects and reviews projects to monitor compliance with contracts, local, state, or federal building and safety codes, and other regulations.

Reviews construction projects and reviews plans for such projects for compliance with codes and regulations.

Determines methods and procedures and provides appropriate recommendations from design to completion for timely and cost effective completion of more difficult phases of the work.

Directs the execution of all necessary permits and licenses for assigned projects.

Meets with citizen groups, legislative bodies and with the general public to explain and gain support for projects and programs.

Mentors project staff during design and construction projects.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a construction management program.

Construction methods and procedures.

The effective principles and methods utilized in inspecting major construction projects.

Modern methods, materials and equipment employed in heavy construction projects.

Civil, hydraulic, mechanical, electrical, structural, geological and sanitary engineering as they relate to construction management.

Principles and practices of mathematics including algebra, geometry and statistics.

Laws, ordinances and standards relative to the construction and inspection or repair of buildings, other structures, and civil works.

Principles and techniques of engineering administration.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Operational characteristics and use of standard equipment used in construction management.

Occupational hazards and standard safety procedures.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Skills to:

Operate a computer and a variety of word processing, spreadsheet, or software applications.

Ability to:

Oversee and participate in the management of a comprehensive construction management program.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Direct inspections and achieve compliance with contracts, construction plans, materials and specifications.

Read and interpret complex plans and specifications.

Contact owners, contractors and the general public and effectively establish and maintain good working relationships.

Prepare clear, concise and competent reports, correspondence and other written materials and make clear oral presentations.

Work effectively in a fast paced environment, be decisive and work under pressure particularly when faced with unexpected occurrences or delays.

Exercise sound independent judgment.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Safely and effectively operate tools and equipment used in construction.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted during the course of business including various City and other agency officials, design professionals, contractors, customers, and the general public.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Construction Management, Engineering, Architecture, or closely related field; and

Experience:

Five years of construction management experience with projects of over \$3,000,000 in value, projects should have included both civil and building trades, three of the five years must have been in a supervisory capacity.

Special Requirement:

Possession of a valid California Driver's License required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____