

CONSTRUCTION/PROJECT MANAGER

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This position is a single position class. Receiving general direction from management staff, the incumbent performs a variety of technical and management 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.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Plans, assigns, directs, trains and evaluates 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 and Capital improvement projects.
2. Directs/performs quality assurance/controls audits of construction phase, including planning, engineering, inspection, scheduling and budgeting.
3. Prepares contracts and negotiates revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
4. Inspects and reviews projects to monitor compliance with contracts, building and safety codes, and other regulations.
5. Reviews construction projects and reviews plans for such projects.
6. Determines methods and procedures and provides appropriate recommendations for completion of more difficult phases of the work.
7. Directs the execution of all necessary permits and licenses.
8. Meets with citizen groups, the legislative body, and with the general public to explain projects and programs.
9. May be assigned other professional and/or management responsibilities.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in construction management engineering, architecture, business or public administration or a related field and four years increasingly responsible professional experience with capital project construction management with project over \$1,000,000 in value and including both civil and building trades, or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

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/project management; comprehensive knowledge 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 practices of contract administration as related to engineering, design, and construction; principles and practices of effective management, supervision and training.

Ability to:

Exercise sound administrative judgment and initiative in the development of new methods and procedures and in the solution of difficult problems; direct inspections and archive compliance with contracts, construction plans, materials, 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 and delays.

Special Requirements: Possession of or ability to obtain a valid California Driver's License.

Possession of registration as a Civil Engineer or Land Surveyor in the State of California

Physical Demands

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials. Moving from place to place within the office and occasional field inspections; some reaching for items below and above desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, and noise. Computer is used on a daily basis. Temperature fluctuations due to working in and out of doors on an occasional basis. Periodic contact with upset or angry individuals. Independent travel throughout the area is required.