

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: December 16, 2014

SUBJECT: Construction Manager

The adopted 2015 budget for the Engineering Department shows a new position of "Construction Manager" in CG18, Range XX. Currently, this classification does not exist within the City's classification plan. The Budget Highlight states:

Addition of one Construction Manager position to improve oversight of several large and high profile projects.

Facilities and Sustainability Manager Jeanne Hoffman and Assistant City Engineer Mike Dailey put together the position description outlining the work of the new position. Upon reviewing the submitted position description (see attached) and discussions with Ms. Hoffman and Mr. Dailey, I recommend that a new classification of Construction Manager be created in CG18, R10, and that the position identified in the budget as "Construction Manager" be created as a Construction Manager (CG18-10) for reasons outlined in this memo.

The analysis of this position study included a review of the proposed class specification for Construction Manager (see attached) which shows:

... professional construction project management work performed in the office and/or field in connection with the design, construction, and observation of a wide variety of new buildings and building additions, repairs, alterations, and remodeling. Assignments are received from the Facilities and Sustainability Manager or other higher level staff who define the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary.

The City continues to construct and reconstruct numerous City facilities on an annual basis. Many of the projects are complex and large in scope. Presently, construction occurs with minimal oversight or is completed by Consulting Engineers. This results in a heavy reliance on the Contractor's discretion and possibilities for inefficiencies and higher costs to the City. Adding this position will greatly help existing staff move on to other projects in the design phase and will provide coverage on construction issues that have advanced to the construction stage. This position will assist in the preparation of architectural plans, designs, and specifications and assist in developing architectural working drawings, including site plans, building plans, elevations, sections and details.

In reviewing other class specifications in the City, the Engineer 3 in CG 18, Range 10 had numerous similarities in duties including prepare or coordinate the preparation of design, plans and specifications for a wide variety of public works projects, review plans, use permits, outside plans and specifications for compliance with regulations and coordination with other departments and agencies on project components and schedules. Both the Engineer 3 and the Construction Manager require at least one year of professional construction project management equivalent to an Engineer 2 or Architect 2 with the City of Madison. The

Construction Manager differs from the Engineer 3 in that they are not obtaining technical data in the field pertaining to construction sites, assisting in the creation of building programs and designs for all types of building related construction. The Construction Manager is more architectural in nature. The Architect 3 is also in CG18, Range 10 and shares similarities with the proposed position as it relates to the design review expectations.

Another City position that is similar to the Construction Manager is the Community Development Project Manager in CG18, Range 12. As both are providing a high level of project management, the Community Development Project Manager differs in that the position is charged with more project management of proposals and funding rather than construction plans, designs and specifications. Qualifications for the Community Development Project Manager require multiple years of experience in working with low income programs and thorough knowledge of principles and practices of housing and real estate development, financing, neighborhood revitalization and grant writing and administration.

In reviewing proper placement for this classification, the Construction Manager is most closely aligned with the Engineer 3 with the duties and level of responsibility and scope of programmatic authority over Engineering projects. Given the heavier architectural involvement in the project management in connection with the design, construction, and observation of a wide variety of new buildings and reconstructions, I recommend creating a new classification of Construction Manager in CG 18, Range 10.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/10	\$61,215	\$73,569	\$82,397

cc: Rob Phillips-City Engineer
 Mike Dailey-Assistant City Engineer
 Jeanne Hoffman-Facilities and Sustainability Manager
 Mike Lipski-HR Services Manager