

CONSTRUCTION MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is professional project management and construction administration work performed in the office and/or field in connection with the construction and inspection of various remodeling and new construction projects. This work is characterized by independent initiative and judgment in the resolution of complex construction problems in the field. Assignments are received from the Facilities and Sustainability Manager or an Architect 4, who generally defines the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by the exercise of technical and professional judgment, the broad application of professional project management and construction administration expertise and proficiency in the operational and procedural aspects of the work, and the increased complexity of the projects.

Examples of Duties and Responsibilities:

Collect data and verify field work. Obtain technical data in the field and provide a broad professional expertise and independent responsibility for the design, construction, management, and completion of remodeling and new construction projects.

Prepare architectural plans, designs and specifications. Prepare construction specifications and construction cost estimates as needed. Review consultant-prepared plans and specifications.

Coordinate and conduct informational (i.e. pre-bid, pre-construction) meetings. Consult with building contractors and troubleshoot contractor problems in connection with construction projects and bids. Inspect construction work to insure compliance with contract plans, specifications, codes and prepare field observation reports and construction punch lists.

Issue notifications to begin work, approve partial and final payments, coordinate bid processes, perform project closeout and warranty follow-up. Interpret the plans and specifications and render an opinion regarding contract compliance.

Assist with various aspects of construction projects including, coordinating move-out, investigative demolition, hazardous material removal, and temporary lease improvements.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, theories, and practices of project management and construction administration work, particular as they relate to the coordination of public building construction and remodeling projects. Thorough knowledge of the methods and techniques associated with the construction and inspection of public works projects. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of the procedural aspects of the City's contracting and capital budgeting processes. Ability to perform or learn how to perform computer-aided design and spreadsheet analysis. Ability to exercise professional expertise in the resolution of architectural problems through design review and in the

field. Ability to collect, analyze, and compile data and prepare technical reports. Ability to communicate effectively, both orally and in writing. Ability to develop and maintain effective relationships with supervisors, co-workers, contractors, the general public and other parties. Ability to maintain accurate records. Ability to inspect building construction or remodeling projects. Ability to coordinate projects and provide necessary follow-through to completion. Ability to review and document architectural work and develop cost estimates. Ability to exercise significant professional expertise and judgment in the resolution of design and construction problems. Ability to speak before large groups and answer technical questions. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of responsible experience in the area of construction project management. Such experience would normally be gained after graduation from an accredited college or university with a bachelor’s degree in Construction Management, Architecture, Landscape Architecture, or other related studies or programs. Other combinations of training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver’s license or the ability to meet the transportation requirements of this position.

Physical Requirements:

Employees in this position must be able to lift/carry sets of building plans and boxes of specifications weighing up to 20 pounds on occasion. In addition, employees must be able to frequently walk over uneven surfaces and in active construction sites, bend and squat, climb ladders, stand for long periods of time, and tolerate loud noises, dust and pollen. This position requires some work outdoors in all types of weather.

Department/Division	Comp. Group	Range
Public Works/Various	18	10

Approved: _

Brad Wirtz
Human Resources Director

Date