

Construction Manager Series
Assistant Construction Manager 1-2
Construction Manager 1-2

CLASS DESCRIPTION

General Responsibilities:

This class series is designed to describe professional construction management and construction administration work performed in the office and/or field in connection with the construction and management of various remodeling and new construction projects. Work is generally associated with the construction of City buildings, remodeling projects, and other activities requiring professional construction management expertise. Positions in these classes are normally found in the Engineering Division.

This series is structured to provide for career progression from Assistant Construction Manager 1 to 2 and Construction Manager 1 to 2 based on increased employee expertise and responsibility, independence of action, complexity of projects, and experience with and knowledge of City buildings, systems, and processes associated with public construction management work. Progression from the Assistant Construction Manager to the Construction Manager level is normally contingent upon budgeted vacancies and accomplished by competition or a position study.

The various levels of the Construction Manager series are structured as follows:

Assistant Construction Manager 1

This is entry level professional construction management work. Assignments are received from higher-level construction managers, architects, or engineers who define the scope of the work, review the work in progress and upon completion. The work is characterized by the application of theoretical professional construction management and construction administration expertise and the attainment of procedural knowledge through on-the job training and experience.

Assistant Construction Manager 2

This is intermediate level professional construction management a work. Assignments are received from higher-level construction managers, architects, or engineers who define the scope of the work and review the work upon completion. The work is characterized by the application of expanded professional construction management and construction administration expertise encompassing both theoretical concepts and operational considerations gained through experience.

Construction Manager 1

This is journey-level professional construction management work. Assignments are received from the Facilities Manager or other higher-level architect or engineer. However, work is distinguished from the Assistant Construction Manager classifications in that the Construction Manager 1 has independent responsibility for managing small to medium construction/remodel projects from start to finish. The work is characterized by the exercise of technical and professional judgment, the broader application of professional construction management and construction administration expertise, proficiency in the operational and procedural aspects of the work, and the increased complexity of the projects. The Construction Manager may supervise lower level construction management staff, and supervise, lead, and/or assist City architects, engineers, and other types of professional, technical, and field staff.

Construction Manager 2

This is advanced-level professional construction management work. The Construction Manager 2 is expected to independently oversee and manage large, complex construction and remodeling projects from start to finish. The Construction Manager 2 will also oversee and supervise lower-level construction management staff and serve as a mentor to new architects and engineers by training and providing advice on construction management and other procedures pertaining to the Engineering Division and City requirements.

Examples of Duties and Responsibilities:

Assistant Construction Manager 1

Assist construction managers in reviewing progress design documents for constructability, construction phasing, scheduling, and other construction related issues. Assist construction managers in developing construction cost estimates.

Assist in onsite monitoring of construction activities to assure quality construction standards and compliance with plans and specifications. Assist in monitoring project schedule. Coordinate construction progress meetings.

Assist in the review of submittals, requests for information, construction bulletins, and change order requests. Observe and document construction activities, commissioning, systems performance testing, materials testing, testing and balancing, and related matters.

Assist with verifying quantities and work performed as part of the partial and final pay application review process. Assist with contract closeout activities.

Assist in trouble shooting warranty and non-warranty work.

Perform related work as required.

Assistant Construction Manager 2

Perform the work of the Assistant Construction Manager 1 with a greater degree of independence and discretion.

Under direction, take on independent oversight of various aspects of construction projects. Develop draft project timelines for review by Construction Managers, Architects, and Engineers.

Assist in preparing and reviewing RFPs for construction projects.

Perform other related work as required.

Construction Manager 1

Independently perform all the work of the Assistant Construction Manager 2.

Collaborate with project design team(s) to review progress design documents for constructability, construction phasing, scheduling and other construction related issues.

Develop construction cost estimates independently or in conjunction with estimating consultants.

Manage and oversee construction teams during construction process for smaller construction projects and large remodel projects. Oversee all onsite and offsite construction to monitor compliance with building and safety regulations. Review the work progress on a regular, routine, basis to ensure conformance to established timelines. Monitor contractual conditions of performance. Ensure quality construction standards and the use of proper construction techniques. Coordinate and conduct construction progress meetings.

Actively work to resolve any issues preventing proper adherence to the specified schedule. Plan ahead to prevent problems and resolve any emerging ones. Resolve complex design and construction issues efficiently and effectively. Analyze, manage, and mitigate risks.

Manage and coordinate the request for information, and construction bulleting process with Owner/Architect/Contractor (OAC) team(s) to efficiently and effectively resolve outstanding construction related questions in order to maintain quality, schedule, and project budget. In conjunction with the submittal review process, manage and coordinate the construction quality process with the OAC team(s). This includes but is not limited to the project quality log, enhanced commissioning, systems performance testing, materials testing, testing and balancing, and related matters.

Prepare and distribute field reports pertaining to job progress and non-conforming construction.

Negotiate on the City's behalf to manage and coordinate the change management process to comply with contract documents and Public Works standards. Assist Project Manager

with review of partial and final pay applications. Verify pay application requests are appropriate and commensurate with the completion of construction milestones.

Assist project manager with the contract closeout process including, but not limited to, obtaining the certificate of occupancy permit, owner training, completion of all outstanding construction items, and establishment of warranty process. Assist in trouble shooting warranty and non-warranty work assigned to facility staff.

Plan and manage related construction activities including, but not limited to, coordinating tenant moves, site surveys, geotechnical studies, investigative demolition, hazardous material assessment and removal, temporary lease improvements, and similar related activities.

As applicable, supervise, lead, and/or assist City architects, engineers, and other types of professional, technical, and field staff in construction management procedures as well as City Engineering processes and programs. Collaborate with City Facilities staff to continually improve design and construction processes and workflows as necessary.

Perform related work as required.

Construction Manager 2

Perform all the work of the Construction Manager 1 with a greater degree of independence and judgement, overseeing and managing the City's most complex construction projects from start to finish.

Mentor, train, and develop lower level assistant construction managers, architects and engineers in all aspects of construction management and construction administration processes and procedures.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Assistant Construction Manager 1

Graduation from an accredited college or university with a bachelor's degree in Construction Management, Architecture, Engineering, or a closely related field. Possession of an Associate's Degree in the Architectural, Engineering, or Construction fields with at least 2 years of experience in field activities such as construction, design, or drafting will also be considered. Other combinations of training and/or experience which can be

demonstrated to result in possession of the knowledge, skills, and abilities necessary to perform the duties of this positions will also be considered.

Assistant Construction Manager 2

One year of professional construction experience in the construction management and construction administration of facilities projects, equivalent to that gained at the Assistant Construction Manager 1 level with the City of Madison. Such experience would normally be gained following graduation from an accredited college or university with a bachelor's degree in Construction Management, Architecture, Engineering, or a closely related field. Possession of an Associate's Degree in Architectural, Engineering, or Construction fields with at least 2 additional years of experience in field activities such as construction, design, or drafting will also be considered. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills, and abilities necessary to perform the duties of this positions will also be considered.

Construction Manager 1

Three years of responsible, professional construction experience in the construction management and construction administration of facilities projects, equivalent to that gained at the Assistant Construction Manager 2 level with the City of Madison. Such experience would normally be gained following graduation from an accredited college or university with a bachelor's degree in Construction Management, Architecture, Engineering, or a closely related field. Possession of an Associate's Degree in Architectural, Engineering, or Construction fields with at least 2 additional years of experience in field activities such as construction, design, or drafting will also be considered. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills, and abilities necessary to perform the duties of this positions will also be considered.

Construction Manager 2

Two years of responsible, professional construction experience in the construction management and construction administration of facilities projects, equivalent to that gained at the Construction Manager 1 level with the City of Madison. Such experience would normally be gained following graduation from an accredited college or university with a bachelor's degree in Construction Management, Architecture, Engineering, or a closely related field. Possession of an Associate's Degree in Architectural, Engineering, or Construction fields with at least 2 additional years of experience in field activities such as construction, design, or drafting will also be considered. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills, and abilities necessary to perform the duties.

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

Knowledge, Skills and Abilities:

Assistant Construction Manager 1

Working knowledge of the principles, theories, and practices of construction management and construction administration work, particularly as they relate to the coordination of building construction and remodeling projects. Knowledge of the methods and techniques associated with the construction and management of facilities projects. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to use computer-aided design software to perform plan review. Ability to perform spreadsheet analysis. 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 diverse supervisors, co-workers, contractors, the general public and other parties. Ability to work effectively with multicultural populations. Ability to maintain accurate records. Ability to manage building construction or remodeling projects. Ability to speak before large groups and answer technical questions. Ability to maintain adequate attendance.

Assistant Construction Manager 2

Working knowledge of the principles, theories, and practices of construction management and construction administration work, particularly as they relate to the coordination of building construction and remodeling projects. Working knowledge of the methods and techniques associated with the construction and management of facilities projects. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to use computer-aided design software to perform plan review. Ability to perform spreadsheet analysis. 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 diverse supervisors, co-workers, contractors, the general public and other parties. Ability to work effectively with multicultural populations. Ability to maintain accurate records. Ability to inspect building construction or remodeling projects. Ability to speak before large groups and answer technical questions. Ability to maintain adequate attendance.

Construction Manager 1

Thorough knowledge of the principles, theories, and practices of construction management and construction administration work, particularly as they relate to the coordination of building construction and remodeling projects. Thorough knowledge of the methods and techniques associated with the construction and management of public works facilities projects. Thorough knowledge of and the ability to use computer software applicable to the duties of the position. Knowledge of the procedural aspects of public sector contracting and capital budgeting processes. Ability to use computer-aided design software to perform plan review. Ability to perform spreadsheet analysis. Ability to exercise professional expertise in the resolution of construction 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 diverse supervisors, co-workers, contractors, the general public

and other parties. Ability to work effectively with multicultural populations. Ability to maintain accurate records. Ability to manage building construction or remodeling projects. Ability to coordinate projects and provide necessary follow through to completion. Ability to review building plans and develop cost estimates. Ability to exercise significant professional expertise and judgement in the resolution of construction problems. Ability to speak before large groups and answer technical questions. Ability to provide leadership and direction to staff. Ability to maintain adequate attendance.

Construction Manager 2

Thorough knowledge of the principles, theories, and practices of construction management and construction administration work, particularly as they relate to the coordination of building construction and remodeling projects. Thorough knowledge of the methods and techniques associated with the construction and management of facilities projects. Thorough knowledge and the ability to use computer software applicable to the duties of the position. Working knowledge of the procedural aspects of the City's contracting and capital budgeting processes. Ability to review plans using computer-aided design software to perform plan review. Ability to perform spreadsheet analysis. Ability to exercise professional expertise in the resolution of construction 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 diverse supervisors, co-workers, contractors, the general public and other parties. Ability to work effectively with multicultural populations. Ability to maintain accurate records. Ability to manage building construction or remodeling projects. Ability to coordinate projects and provide necessary follow through to completion. Ability to review building plans and develop cost estimates. Ability to exercise significant professional expertise and judgement in the resolution of construction problems. Ability to speak before large groups and answer technical questions. Ability to supervise, lead, and mentor staff. Ability to maintain adequate attendance.

Special Requirements:

Possession of a valid driver's license.

Ability to attend meetings outside regular work hours, including evenings.

Physical Requirements:

Employees will be expected to travel throughout the City in order to oversee construction projects at various locations. 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.

| Classification | Comp. Group | Range |
|----------------------------------|--------------------|--------------|
| Assistant Construction Manager 1 | 18 | 06 |
| Assistant Construction Manager 2 | 18 | 08 |
| Construction Manager 1 | 18 | 10 |
| Construction Manager 2 | 18 | 12 |

Approved: _____ Date
Harper Donahue IV
Human Resources Director