



JOB DESCRIPTION

TITLE: CONSTRUCTION MANAGER
STATUS: FLSA Exempt
GRADE: 18

JOB SUMMARY:

Responsible for the management of construction projects and the supervision of the District's inspection and some technician positions. Organizes and prioritizes work activities of staff, provides technical guidance and resolves difficult disputes with contractors, developers, and customers. Resolves sensitive field situations and coordinates construction and inspection activities.

REPORTING RELATIONSHIPS:

This position reports to the Planning & Development Services Director. This position supervises staff.

ESSENTIAL DUTIES include the following:

- Supervises, trains, and advises staff regarding technical job knowledge, methods, techniques, and procedures; hires, assigns work, and conducts performance evaluations; assists Construction Inspection staff in resolving complex problems, and enforces current policies and procedures;
- Administers contracts for construction of District capital improvement, local improvement, and other projects;
- Ensures that contractors and developers working on water/sewer infrastructure design and installation comply with District standards, regulatory requirements and contract requirements, and that all construction, contractual, and regulatory requirements are met; may recommend alternative construction methods and/or materials;
- Interprets and explain standards, regulations, policies and engineering plans and specifications for construction to contractors;
- Enforces regulations and policies; drafts amendments to standards and specifications for the installation of water and sewer infrastructure and submits recommendations to the PDS Director for approval;
- Coordinates with other utilities and regulatory agencies regarding permit requirements; and represents the District at inter-agency meeting;
- Reviews progress payments, as well as engineering plans and specifications, and prepares change orders for capital construction projects;
- Recommends bond amounts and releases, and itemizes requirements for approval of interim system operation;
- Responsible for reports on construction activities, and recording of all changes in plans and/or specifications made in the field; prepares logs of contract quantities for monthly pay requests;
- Conducts and coordinates construction meetings, and responds to inquiries from District staff, engineers, contractors, developers, jurisdictional representatives, and customers; and
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Theories, principles, and practices applied to construction management, construction inspection, engineering, surveying, and customer service;
- Related laws, regulations, policies, codes, standards, specification, and guidelines;
- Contract administration and policy compliance methods;
- Cost controls, application of measurement and payment specification;
- Electronic equipment and software required to accomplish tasks; and
- Job site safety practices, traffic control, and regulations.

Skill in:

- Supervising staff; leadership techniques, learning new processes and procedures;
- Developing and administering construction contract documents for public works projects and achieving compliance with policies, specifications and regulations;
- Reviewing, understanding, and explaining construction contracts, plans, and specifications;
- Resolving on-site construction problems encountered in water and sewer infrastructure installations; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, developers, contractors, agencies, and the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years as a construction inspector, project manager, engineering technician, or related experience, and a bachelor's degree in construction management, civil engineering, or related field. Experience may suffice as a replacement for a bachelor's degree.

Licensing Requirements:

Possess and maintain a valid Washington State Driver's License.

WORKING CONDITIONS:

Duties are performed in an office setting and in the field where the employee may be exposed to adverse weather conditions, loud noises and hazards from automobile traffic and construction sites.

PHYSICAL REQUIREMENTS:

This position typically requires climbing on stairs, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions. Light Work: Exerting up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved:

Construction Manager

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