



Office of Human Resources Construction Manager – CE3481

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General Statement of Duties

Responsible for the overall management of construction project delivery by leading employees involved in the project management and inspection of the construction phase of multiple projects. This includes managing supervisors, project managers, project inspectors, and other associated staff.

Distinguishing Characteristics

Construction Manager is distinguished from Engineer/Architect Manager which manages a functional and operational professional engineering or architectural group, which includes implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately. It is also distinguished because of the PE licensure requirement which is not needed for the Construction Manager.

Construction Manager is distinguished from Project Manager Engineering Supervisor which supervises and directs the work of project managers in addition to project support staff and provides guidance, training, and resources needed to achieve successful project delivery.

Construction Manager is distinguished from Director Engineering and Science which performs “core” mid-level operational management by directing functional and/or operational areas for a division to include implementing annual and multi-year work plans and implementation strategies; ensuring resources are available to achieve work plans; resolving complex business issues; and establishing management practices and processes that ensure the accomplishment of performance standards. Typically has Managers reporting to them.

Essential Duties

Responsible for the overall management of project managers who are responsible for controlling constructability, cost, budget, schedule, scope, resource, and public outreach on projects. Also responsible for the management of employees involved in the inspection of these projects.

Supports maintaining overall contractual controls of projects including review and approval of contract documents, project bid documents, financial forms, change management, and project closeout.

Cultivate strategic alignment initiatives that create or improve processes resulting in a more effective and successful project delivery.

Organize, monitor, verify, update, and develop corrective actions for resource assignments including contract and grant compliance, construction project scope, schedule, budget, change and claims management, and vendor and professional services.

Leads strategic initiatives and process improvements to alleviate common issues faced on multiple projects and develops solutions with program wide impact to team.

Responsible for internal and external coordination on current construction projects which includes supporting teams at public meetings, media inquiries, and CORA requests.

Serves as main point of contact and subject matter expert during project emergencies, assessing critical response, organizing teams, and deploying resources as needed.

Takes a lead role in construction contracting setup and contractor outreach.

Acts as a direct liaison between design teams, other city staff and contractors to ensure appropriate phasing transition of projects.

Implements initiatives, and achieves goals, objectives, and key performance indicators (KPIs) for the work group. Optimizes performance of the work group by meeting or exceeding the established KPI performance benchmarks.

Organizes and applies standards, procedures, systems, and guidelines.

Implements policies, programs, operating procedures, and practices for the work group and effectively manages operating costs. Ensures all budgets remain at or below established targets.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades, and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Deciding and Initiating Action - Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.

Knowledge & Skills

Knowledge of construction methods and technologies and an ability to interpret technical specifications, drawings, maps, and contracts.

Knowledge of the city's general contract conditions, construction specifications, and scheduling methods.

Knowledge of construction worksite safety practices.

Level of Supervision Exercised

Manages a work group(s) within a division by supervising supervisors, project managers, and project inspectors.

Education Requirement

Bachelor's Degree in Construction Management, Project Management, Engineering, or directly related field.

Experience Requirement

Three (3) years of experience at the type and level of functional or operational management, which must have included supervision of senior level project managers in the construction or engineering field.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and/or Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls, inquiries, and conflict.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.

Level of Physical Demands

1-Sedentary (0 - 10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 100 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check
Education Check
Employment Verification

Licensure/Certification Check
Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months

Class Detail

Pay Grade: EX-16

FLSA Code: Y

Established Date: 06/23/2024

Established By: AD

Revised Date: 7/1/2024

Revised By: CW

Class History: 6/23/24 - New Classification; 7/1/24 – Revised Experience Requirement.