

CONSTRUCTION MANAGER

CODES/PAY RANGE

Class Code: 2087

EEO Code: B

Pay Range: 217

MAJOR FUNCTION

Responsible administrative and technical field work involving the coordination and management of all County sponsored road/drainage and construction projects.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Coordinates all aspects of roadway construction and maintenance projects including: bid and contract preparation, specification development, pre-construction conferences, consultant selection, testing, inspection, compliance, permitting, etc.

Compiles information for project contracts such as cost, time schedules, testing requirements, and work elements. Defines projects, assigns resources and schedules. Monitors projects through to completion and ensures compliance with plan specifications and baseline schedules.

Provides coordination between the contractor, general public, property owners, and utility companies to prevent unforeseen problems from delaying construction projects. Coordinates inter-division and intra-division cooperation and assistance.

Performs field design construction of paved roads and drainage. Performs field inspections of projects underway.

Investigates citizen complaints and makes recommendations for resolution if necessary. Investigates unsafe conditions and takes action for correction if necessary.

Consults with County administration on construction and maintenance problems and solutions.

Supervises county construction inspectors, supervisors, equipment operators, skilled and unskilled laborers and oversees completion of county construction and maintenance projects.

Devises alternative methods to cut costs. Collects information for long range schedules. Prepares mater schedule for fiscal year. Studies division operational methods in order to improve workflow and develop basic work standards. Defines work methods, practices and procedures to be followed by division/section staff.

Reviews and revises plans and specifications prepared by outside consultants. Ensures compliance with St. John's Water Management District permits.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of civil engineering principles, methods, materials and equipment utilized in public works construction, maintenance, and repairs of streets. Knowledge of testing methods and procedures.

Ability to supervise technical inspectors, contractors, supervisors, equipment operators, skilled and unskilled laborers in public works construction and maintenance activities. Ability to read and interpret plans and specifications. Ability to prepare concise and accurate reports. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships.

Ability to study processes and make recommendations to improve same. Ability to develop work standards. Ability to define work methods. Ability to define and schedule projects and assign resources.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering, Construction, Industrial Engineering or related field, plus four (4) years progressively responsible experience in construction management.

Comparable education, training or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and scientific materials, legal documents, blueprint and mechanical drawings, specifications, etc. Ability to communicate effectively in writing and orally on technical and scientific information. Ability to write instructions, reports and memos. Ability to perform shop math.

Physical Demands: Ability to traverse broken, uneven ground. Ability to see. Reaching, handling, fingering, feeling. Ability to lift up to 50 lbs.

Environmental Demands: Inside and outside work. Regular exposure to inclement weather conditions including cold, heat, humidity, rain. Exposure to excessive noise, fumes, dust.

New 10/94
Rev 10/99