



Job Title	Construction Project Manager	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	7	Job Code	15102

Class Specification – Construction Project Manager

Summary Statement:	
<p>The purpose of this position is responsibility for the overall planning, direction, completion, and financial outcome of assigned engineering projects. Directs, coordinates, and supervises the work of contractors, consultants, engineering superintendents and project engineers. Develops, approves, and monitors the project plan, schedule, and budget and makes appropriate modifications where necessary. Performs responsible construction management duties in support of roadway, bridge, intersection, sidewalk, storm water, and related capital projects.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Oversees and administers construction contracts and construction management; and inspection duties for assigned civil engineering projects for the Public Works Department. Works with and designs teams to evaluate and recommend the best method for project delivery including Design Bid Build (DBB), Design Build (DB), and Construction Manager-General Contractor (CM-CG). Prepares requests for bids, qualifications, and proposals and leads selection process for contracted construction services, and negotiates contracts; oversees construction inspection and testing, requests for information, progress payments, change requests, change orders, budget administration, and contract close-out. Coordinates the work of contract construction management teams, contractors, and related subcontractors. Establishes construction schedules, monitor construction costs, and submits progress and summary status reports to supervisors.
30%	Manages and directs allocated resources for capital improvement program construction in a manner to effectively control costs, quality, and timeliness of projects. Coordinates the construction phase and conducts project progress meetings for assigned projects with all stakeholders, contractors, utility companies, other City departments, and county, state, and federal agencies; answers inquiries from citizens, stakeholders, and media regarding construction projects. Monitors compliance of assigned construction projects with federal, state, and municipal laws and regulations including compliance with the city's Municipal Separate Storm Sewer System (MS4) Permit. Participates in inspecting assigned construction projects for compliance with plans and specifications. Evaluates



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	change of conditions, construction issues, contractor requests for information, and coordinates resolution with effected parties.
20%	Maintains construction documentation files and records on assigned projects; prepares correspondence and reports; prepares daily, weekly, and monthly construction and inspection reports; documents project progress, budget, and construction operations. Develops standard procedures and policies related to construction project management, inspection, and testing. Provides training and guidance to other engineering staff on standard procedures and policies.

Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from and accredited college or university with major coursework in construction management, civil engineering, project management, or related field.	



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Experience: Five years full time responsible experience in construction project management with civil engineering, roadway, bridge, storm drain, sidewalk, trail, or other related municipal projects.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2015