CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Construction Manager** **UNION:231**
SG:7
DEPARTMENT: **Public Works – Engineering** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Responsible for the implementation of the Construction Program which includes long term scheduling and planning for the construction of capital improvement projects. Directs construction contract management, construction services, and quality assurance inspection services on all public works street, water, sanitary sewer, storm, traffic and illumination projects (City and developer-funded). Provides guidance and direction to engineers, inspectors and contractors on City construction standards and specifications. Assists with the identification, analysis and resolution of system needs and long-range planning for the Construction Program. Supervises inspection unit staff.

SUPERVISORY RELATIONSHIPS:

Reports to Assistant Director of Public Works – Engineering. Performs work under general guidance and direction and the guidance of City and Departmental policies and procedures and in accordance with applicable City, State and Federal regulations, guidelines and appropriate engineering standards. Supervises Construction Inspectors and provides guidance and direction on construction standards to Engineers and Inspectors.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Oversees construction and implementation of capital improvement programs for the City to ensure effective completion of projects in compliance with regulatory and schedule guidelines. Conducts feasibility studies and cost estimates, participates in public meetings, and participates in project development and implementation.

2. Coordinates and reviews project plans and specifications for compliance with standards and specifications. Reviews for approval of progress payments to contractors and approves change orders. Addresses inquiries and complaints from property owners and the general public.

3. Performs redline review of all capital and private development projects proposed in the City of Bellingham. Reviews all plans and specifications for projects ensuring compliance with all City, State, and federal codes. Reviews for correctness, stamps, and signs all record drawing plans for capital and private development projects. Monitors all City standards and development guidelines for effectiveness.

4. Assist with the selection and management of consultants for capital improvement projects. Negotiates contracts, estimates costs, schedules work and monitors work for compliance with specifications and completeness. Provides information and assistance as needed and expedites decisions on critical issues.

5. Ensures projects comply with State and Federal grant requirements prior to bidding and during construction.

6. Plans, organizes, coordinates, assigns and evaluates the work of construction inspectors. Provides technical assistance, guidance and training as needed. Resolves problems between contractors, developers or consultants and City staff.

7. Provides Legal Department with reports, technical input and project data with regard to claims, lawsuits or other legal matters relating to Public Works, private developer projects, or storm water violation prosecution.

8. Serves as a member of the regional underground utility coordinating council to coordinate all private utility relocations with the City's capital improvement projects including Puget Sound Energy, Cascade Natural Gas, Comcast, and other private utilities.

ADDITIONAL WORK PERFORMED:

1. Provides technical assistance and serves as technical resource to City staff, consultants, contractors and the public in matters relating to public works projects; receives and responds to inquiries and complaints.

2. Responsible for performing and overseeing contractor performance evaluations.

3. May function as an inspector during vacations and other leave of inspection staff.

4. Performs related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Construction inspection practices, processes, and techniques.
- Public Works permits, processes and requirements.
- Applicable local, state and federal laws, codes and standards related to construction inspection.
- Civil engineering principles, practices, standards, methods and processes.
- Fiscal management including budget preparation, cost and budget analysis, expenditure control and records management.
- Computer operation and a variety of software including word processing (Word), spreadsheet (Excel), database (Tidemark, Microsoft Project), and other applications specific to the area of assignment.

Skill in:

- Leadership and supervision, planning and organizing, problem analysis and decision-making, interpersonal sensitivity, management control, adaptability and flexibility and time management skills.

Ability to:

- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures.
- Provide comprehensive planning and implement effective programs related to construction inspection.
- Plan, organize, coordinate, assign and evaluate the work of technical staff.
- Establish and maintain effective working relationships with other employees, City officials, contractors and developers, representatives of other governmental agencies and the general public.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Move between work sites, including undeveloped land and project development sites;
  - Occasionally lifts objects up to fifty (50) pounds.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with extensive work at a computer workstation. Occasionally visits construction sites to solve problems or to review the work of construction inspectors and contractors. Possibility of exposure to a variety of environmental and chemical allergens standard to the area of assignment. Occasionally drives motor vehicle to perform duties in the field and at multiple sites. Uses appropriate safety equipment and follows established safety policies, practices, and procedures. Travel to seminars and meetings as needed.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering, construction management, or related field.
- Minimum of five (5) years progressively responsible experience related to public works project management/inspection of water, sewer and storm water systems.
- Minimum of five (5) years of experience as a Senior/Lead Public Works Inspector preferred.
- Supervisory experience preferred.

OR

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- License as a water distribution manager with the State of Washington within one year of employment.
- License as a Certified Erosion and Sediment Control Lead within one year of employment.
- Employment contingent upon passing a criminal conviction and local background check.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire, with periodic submission of driving abstract as required per City Policy.

PREPARED BY:
R. Routhe
A. Beatty
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REVIEWED BY:_____
Ted Carlson
Director Public Works