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| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: NB057 Public Works Construction Manager |
| POSITION #/TITLE: 930 Public Works Construction Manager | Adopted: 01-16 |
| | Revised: |

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| POSITION DESCRIPTION |
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| Dept /Division: Public Works/Engineering | Manager Level: Manager |
| Salary Plan/Description: NBU/Non-Bargaining Unit | Salary Grade: 17 |
| Reports To Position #/Job Code #/JC Title: 1053/NB070/City Engineer | Dotted-line Reports To Position #/Job Code #/JC Title: |
| FLSA Status: Exempt | City Overtime Status (Employee Type): Exempt (Salaried) |
| Physical Demand Rating: Light | Work Environment: Uncontrolled |
| Pre-employment Testing: Drug and health screening after contingent offer. | Position Testing: Job fit assessment |
| Personal Protective Equipment: Hard Hat, Reflective Vest | |

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| General Statement of Duties |
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Manages and evaluates the Engineering Division’s Capital Improvement and Public Works construction activities to assure construction and inspection of public improvements are performed properly and in accordance with local, state, and federal guidelines.

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| Distinguishing Features of the Class |
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of construction inspectors and construction contract specialist personnel.

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| Examples of Essential Work (Illustrative Only) |
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- Plans, develops, manages and evaluates the operational processes, procedures and functions of the Engineering Division’s Capital Improvement and Public Works Construction, including related design and project review programs;
- Plans, assigns, schedules, motivates, counsels, provides training and evaluates the work of Construction Inspectors and Construction Contract Specialists;
- Develops and maintains performance measurement and benchmarking for Capital Improvement and Public Works construction projects and personnel;
- Actively participates as a member of the Engineering Division management team in order to drive improvement and align department goals;
- Administers policies and procedures for work activities, projects, plans and programs;
- Assists City Engineer in preparing and monitoring budgetary activities for Construction and Capital Improvement construction programs;
- Coordinates the implementation and continued practice of cost tracking systems and continuous improvement practices for the Engineering Division’s Capital Improvement and Public Works Construction;
- Makes decisions on purchasing materials needed for the Public Works Construction group;
- In accordance with Purchasing Services assists in the preparation of specifications, cost estimates and request for proposals for engineers, contractors, consultants and vendors;
- Receives and coordinates contractor requests for sewer tap, sewer repairs, street openings and other construction activities requiring inspection services;

Coordinates with the City's Development Services Department on inspection and testing needs for private development projects which include the construction of public infrastructure;
 Reviews construction inspection report forms completed by inspectors;
 Administers collection of inspection reports, and as-built records to verify project documentation and records are complete;
 Reviews contractor pay requests, change orders and cost proposals for compliance and with construction contract documents;
 Receives public and contractor inquiries related to construction schedules, determines appropriate responder, and reviews response schedule to avoid delays;
 Manages and coordinates public outreach efforts on City administered Capital Improvement and Public Works projects;
 Manages and coordinates construction, consulting, Capital Improvement and Public Works construction projects;
 Researches, analyzes, justifies and negotiates contractors' extra work and value engineering proposals;
 Performs contract and contractor dispute resolution including representing department interests in mediation, litigation and negotiation;
 Coordinates construction projects with other City departments and serves as the department's liaison to respond to media contacts concerning construction projects and related questions;
 Coordinates with the City's Engineering Department on the review of project plans and specifications and suggests and assists in implementing improvements to plans and specifications;
 Researches and responds to public inquiries concerning public works and contracted construction projects;
 Reviews timecards and cellular phone bills for all direct reports to assure time is recorded accurately and cellular phones are being used per City policy;
 Conducts and supervises project performance tests and recommends modifications to designs, specifications and materials requirements;
 Interviews and manages the hiring process for Construction Department personnel;
 Conducts timely performance reviews and monitors performance and staffing needs;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

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| Required Knowledge and Abilities |
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Thorough knowledge of the principles and practices of construction project management;
 Thorough knowledge of construction and maintenance methods, materials and equipment;
 Thorough knowledge of construction industry accounting, costing and claim preparation principles, practices and techniques, including Federal and State Grant program requirements;
 Thorough knowledge of construction scheduling techniques, critical path schedule administration and the use of schedules to justify or defend construction claims;
 Thorough knowledge of construction contract management;
 Thorough knowledge of survey principles and practices, easement and public right-of-way laws and utility placement and coordination;
 Thorough knowledge of current applicable federal, state and local laws, rules and regulations for Capital Improvement and construction projects, purchasing, contracting and payments;
 Ability to exercise judgment to accomplish efficient and economical management of Public Works construction projects and construction division personnel;
 Ability to read and interpret engineering designs, blueprints, specifications and contracts;
 Ability to understand contractor cost issues and effectively administer contracts;
 Ability to train, assign, motivate, supervise and evaluate the work of others;
 Ability to prepare accurate and reliable reports containing findings, engineering data, as-built specifications, blueprints, complex data, findings and recommendations;
 Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree engineering technology, surveying, construction management or closely related field. Bachelor's Degree in Civil or Construction Engineering is preferred; and
Considerable experience in construction management; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to perform contract management tasks, observe and evaluate projects and processes and produce a variety of written and technical documents;
Sufficient manual dexterity, which permits the employee to operate computerized equipment and surveying equipment;
Sufficient personal mobility, which permits the employee to inspect construction projects, including sites characterized by trenching and rough terrain.