

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB247 Utility Construction Manger
<b>POSITION #/TITLE:</b> 1697 Utility Construction Manager	<b>Adopted:</b> 08-98
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
-----------------------------

<b>Dept:</b> Utilities/Water & WPC	<b>Manager Level:</b> Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 17
<b>Reports To Position #/Job Code #/JC Title:</b> 0005/NB372/Utilities Engineering Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment.
<b>Personal Protective Equipment:</b> Eye, Head, Foot, Gas Monitor	

<b>General Statement of Duties</b>
------------------------------------

Manages and evaluates Capital Improvement construction inspection and project review programs and activities; performs related work as required.

<b>Distinguishing Features of the Class</b>
---

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of construction inspectors, surveyors and coordinators.

<b>Examples of Essential Work (Illustrative Only)</b>
---

Plans, assigns, schedules, motivates, counsels, and evaluates the work of inspection survey and construction coordination personnel;

Develops and administers policies and procedures for work activities, projects, plans and programs;

Plans, prepares, and monitors budgetary activities for Construction Engineering and Capital Improvement construction programs;

Coordinates and assists in the implementation of project construction and inspection activities;

Assists with review of drawings and specifications, designs and cost estimates, and provides design review of in-house and contracted Capital Improvement and construction projects.

Assists in the preparation and review of request for proposals for engineers, contractors, consultants and vendors;

Manages the inspection activities for water system improvements construction project and serves as the Department's liaison with contractors, consultants, and developers;

Assists in the review of, and monitors, construction design standards and recommends engineering improvements for strategic and operational plans;

Reviews and approves plans and projects for compliance with federal and state regulatory agency requirements;

Coordinates the automated system development and maintenance of plans, specifications and records;

Assists in design review and the development of requirements for Capital Improvement construction projects;

Researches, analyzes, justifies and negotiates contractor(s) extra work 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;  
Researches and responds to public inquiries concerning Utilities Department construction projects;  
Conducts and supervises project performance tests and recommends modifications to designs, specifications and materials requirements;  
Interviews and manages the hiring process for Construction Engineering 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.

### **Required Knowledge and Abilities**

Comprehensive knowledge of the principles and practices of civil engineering, civil engineering design and engineering project management;  
Comprehensive knowledge of construction and maintenance methods, materials and equipment;  
Thorough knowledge of construction industry accounting, costing and claim preparation principles, practices and techniques;  
Thorough knowledge of construction scheduling techniques, critical path schedule administration and the use of schedules to justify or defend construction claims;  
Thorough knowledge of engineering and 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 read and interpret engineering designs, blueprints, specifications and contracts;  
Ability to make complex engineering calculations;  
Ability to understand contractor cost issues and effectively administer contracts;  
Ability to train, assign, motivate, supervise and evaluate the work of others;  
Ability to communicate effectively and establish and maintain working relationships with other City employees, supervisory personnel, engineering supervisory personnel, engineering staff members, contractors, developers, federal, state and local regulatory representatives and the public;  
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 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 in civil, mechanical or environmental engineering or closed related field; and  
Considerable experience in engineering design and construction management; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
--

Licensure as a Professional Engineer issued by the State of Iowa.

<b>Essential Physical Abilities</b>
-------------------------------------

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 engineering design and 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 engineering and construction projects, including sites characterized by trenching and rough terrain.