

CITY OF KENT
POSITION DESCRIPTION

Position Inventory Number: 8503RF

Classification Specification: CONSTRUCTION MANAGER

Salary Range: NR 47 - Management Benefit Level B

Position Description (Working Title): Construction Manager

Incumbent: _____

Location: Public Works/Engineering - Construction



GENERAL PURPOSE:

Under the direction of the City Engineer/Deputy Public Works Director, supervise, plan, organize, and perform complex and professional duties in the construction administration, coordination, and direction of Public Works Civil Engineering projects; train, supervise, assign, and review the work of assigned personnel; assure efficient and effective functioning of the Construction Section.

Work is characterized by management, administrative, and supervisory responsibilities for the organization, including directing and evaluating the operation of the Construction Section. The incumbent directly supervises employees in the Construction Section; and carries out supervisory responsibilities in accordance with the organization's policies and procedures as well as applicable laws. The incumbent's responsibilities include, but are not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and recommending terminations as appropriate.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and coordinate Public Works Construction projects and related activities; supervise and participate in the review of complex Civil Engineering designs, plans, specifications, and cost estimates; coordinate and review the work of consultants for projects.

Schedule and assign work to assure completion of projects in accordance with established timelines and budget limitations; direct section operations to assure efficiency and cost-effectiveness.

Coordinate communication and project work with other Engineering sections, City departments, governmental and private agencies, consultants, architects, contractors, vendors, and the general public.

Interview, train, and hire employees; plan, assist, direct, and evaluate work in progress and upon completion; appraise performance; recommend promotion and disciplinary actions; address complaints; resolve problems; approve/schedule sick leave and vacation time; and recommend terminations as appropriate.

Oversee and participate in project site inspections and review plans and projects to assure compliance with applicable codes, ordinances, and regulations.

Compile and analyze statistical and technical information and data; prepare reports concerning projects and related activities; direct the maintenance of comprehensive records and files related to public works construction projects.

Develop, negotiate, and manage consultant contracts for professional and technical services; participate in consultant selection.

Serve as the City and division representative at various meetings as required; participate on committees and deliver oral presentations as needed.

Prepare the section budget and submit required documentation and justifications; monitor expenditures and maintain related financial records.

Review and provide recommendations concerning local Public Works codes, regulations, policies, and ordinances as directed.

Respond to questions and complaints from the public concerning assigned Construction functions; provide technical information related to codes, ordinances, regulations, policies, and projects.

Supervise and participate in the duties of the Construction Section; perform Construction management duties for the Engineering Division related to Public Works capital improvement projects as assigned by the City Engineer/Deputy Public Works Director and Public Works Director.

Analyze and review City plans to determine construction and environmental impact.

Assure proper inspection of City Public Works projects and developments; conduct onsite inspections to assure compliance with established schedules and construction standards.

Attend property owner meetings, Public Works Committee meetings, and other meetings and hearings as required; answer technical questions related to construction projects.

Prepare change orders and calculate additional charges for labor and materials; review claims, complaints, and charges from contractors and the public.

Monitor and make changes to the City of Kent Construction Standards as necessary and as assigned by the City Engineer/Deputy Public Works Director; provide input for the City of Kent Standard Specifications for public works projects.

Act as the City's representative for construction aspects of pavement management, geotechnical engineering, and materials engineering.

Become familiar with, follow, and actively support the City's mission, vision, values, and behavior statements.

Prepare an Annual Business Plan and Annual Work Plan as required by the Public Works Director for the major accomplishments and projects for each Budget Year relating to the strategic plan and goals of the City and Department.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of construction as related to the preparation of plans and specifications of various Public Works projects
- Current trends, developments, and legislation pertinent to construction
- Materials, techniques, and equipment applicable to the area of specialization
- Construction regulations and standards
- Principles and practices of supervision and training
- Technical aspects of field of specialty
- Research methods
- Applicable laws, codes, regulations, policies, and procedures
- Oral and written communications
- Municipal government budget preparation and control
- Modern office equipment and procedures including, but not limited to, the use of a personal computer and applicable software

SKILLED IN:

- Effectively using interpersonal skills in a tactful, patient, and courtesy manner
- Communicating orally and in writing
- Correct English usage, grammar, spelling, punctuation, and vocabulary

- Maintaining records and preparing reports
- Preparing and delivering oral presentations
- Effectively organizing and expressing ideas through use of oral and written communications
- Application of principles and practices of supervision and training
- Mentoring, training, and motivating others

ABILITY TO:

- Supervise and perform complex and technical construction management duties in the coordination and direction of Public Works Civil Engineering projects
- Prepare plans and specifications and review project cost estimates
- Adapt approved construction methods to the design and construction of a variety of municipal Public Works projects
- Communicate effectively both orally and in writing
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Manage, supervise, train, and evaluate personnel
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work from blueprints, shop drawings, and sketches
- Organize and schedule work to meet timelines
- Work independently with little direction
- Plan and organize work

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Construction Management or related field; and

Experience: Five (5) years of increasingly responsible Construction Management experience including a minimum of three (3) years of supervisory experience in the direction of construction programs.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the city's pre-employment records check and maintain an excellent driving record

