CONSTRUCTION MANAGER

DEFINITION:
Under general supervision implements project/contract management directives and assists in the development of plans and specifications for City’s Residential Sound Insulation projects.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

EXAMPLE OF DUTIES
• Under general supervision develops project plans and specifications for City’s Residential Sound Insulation program;
• Ensures contractor and staff compliance with construction best practices and principles;
• Researches project design requirements to prepare project scheduling and time and material costs;
• Performs complex calculations for design specification;
• Reviews and submits project plans and conducts field inspections;
• Monitors and verifies work material delivery, proper equipment, contractor and staff compliance with project plans and specification, and labor usage and work site availability;
• Assists in resolving conflicts and interfaces with citizens and contractors at all phases of construction;
• Collects information for creating documents, preparing plans and specifications, substantiating support for dispute resolution and status reports;
• Prepares and finalizes office memorandums, letters and status reports; and maintains projects documentation files and records.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS
• Knowledgeable of RSIP guidelines for the construction and installation of soundproofing, program guidelines, policies and procedures, construction codes and standards, quality customer service and management techniques and of occupational hazards and safety guidelines;
• Skilled in observing and inspecting construction sites, following and providing oral and written instructions, in establishing and maintaining productive working relationships,
• Ability to operate a personal computer to maintain records and other documentation to include file management techniques, and to effectively communicate verbally and in writing;
• Proficient in the use of computers, electronic devices and other industry related hardware or software to perform essential job duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an outdoor environment. Work may require frequent standing, walking, climbing and bending. Incumbents in this job classification may be exposed to extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS
Bachelor’s degree from a four-year accredited college or university in Architecture, Construction Management related field, AND four (4) years experience in managing progressively responsible residential construction projects or an equivalent combination of education and experience.