



City of Woodland

**CONSTRUCTION PROJECT MANAGER/
SENIOR CONSTRUCTION PROJECT MANAGER**

DEFINITION

To plan, organize, direct and supervise public works construction projects and inspection operations within the Engineering Division. Manage the planning, execution, supervision and coordination of technical aspects of field engineering assignments including development and maintenance of schedules, contracts, budgets, means and methods. Exercise discretion and independent judgment with respect to assigned duties.

DISTINGUISHING CHARACTERISTICS

The Senior Construction Project Manager position is an advance journey level professional position and is distinguished from the Construction Project Manager by higher level performance and depth of involvement in the management of construction projects, and participation in the long-range planning and administrative functions within the Engineering Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Principal Civil Engineer or other supervisory staff. Exercises direct supervision over construction inspection staff, outside contractors, and/or other paraprofessional staff, as assigned.

EXAMPLE OF DUTIES: The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize, coordinate, and direct the work of construction projects within the Engineering Division to include the construction of streets, storm drains, parks, traffic control systems, water and wastewater facilities and other Capital Improvement Program (CIP) projects.

Provide direction and management for multiple large and complex public works construction and CIP projects. Ensure on-schedule completion within budget in accordance with contract documents and City, State and Federal requirements.

Perform difficult and complex field assignments involving the development, execution, supervision, and coordination of all technical aspects of a construction project.

Ensure that tests and inspections are performed, witnessed, and documented in accordance with approved procedures.

Conduct meetings with owners, architects/engineers, consultants, construction managers, design-builders, contractors, subcontractors, state & local officials to provide direction & policy interpretation for assigned projects.

Provide oversight and assistance in the preparation and receipt of public bids and bid review for recommendation of award.

Apply judgment on construction related problems and trouble shoots to expedite execution, completion and closeout of projects.

Monitor progress of work by contractors for the purposes of reviewing and approving monthly progress payment applications or invoices; prepare documents for recommendation and authorization for payment.

Administer construction contracts, including negotiating with contractors and issuing change orders; reviewing work to ensure compliance with plans, specifications, schedules and budgets. Review and respond to submittals, RFIs, and other project correspondence. Prepare and administer non-compliance notices for completed work not conforming to contract requirements

Provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints. Interpret and explain pertinent public works construction and department policies and procedures.

Read and interpret engineering plans and specifications; understand and enforce compliance with plans, specifications, bid documents, and contract provisions.

Field responsibilities include performing site visits, monitoring labor compliance, compliance interviews, quality assurance inspection of the contractor's work to confirm compliance with contract requirements, project close-out punch list inspections.

Plan, prioritize, assign, supervise and review the work of staff involved in public works construction inspection. Provide guidance and training to less experienced staff; and participate in employee evaluations.

Perform project management duties for projects during planning and design phases as necessary.

Ensure that assigned personnel engage in safe work practices in compliance with site-specific safety procedures and industry standards.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Perform other responsibilities associated with this position as may be appropriate or assigned.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

QUALIFICATIONS

Knowledge of:

Principles and practices of:

Public works project construction and inspection. Construction processes and practices.

Civil engineering as applied to construction, operations and maintenance and management of public works infrastructure projects.

Road construction, pavement maintenance, signal modifications, utility infrastructure and traffic staging on roadways

Advanced project and construction management.

Supervision, leadership, motivation, team building and conflict resolution.

Employee training and performance evaluations.

Budget preparation, monitoring and expenditure control.

Multi-agency, stakeholder, and business community coordination during construction.

Working knowledge of State and Federal safety, environment, and employment guidelines and regulations.

Skill to:

Read, review, evaluate, and interpret technical materials, research reports, and technical studies.

Prepare and present clear, concise, and competent reports and communicate effectively both in writing and verbal. Produce meeting minutes, action items and deficiency logs.

Analyze proposed changes and claims; assist with quantifying scope, cost and schedule impacts; support the project manager with resolution of changes and claims.

Ability to modify in progress construction projects and make appropriate adjustments to schedules as needed, and communicate changes to appropriate parties.

Interpret, analyze, apply, articulate, and ensure compliance with relevant laws, rules, contracts, ordinances, regulations and guidelines.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Supervise and direct both internal staff and external staff. This includes professional, technical, contractors and clerical staff.

Engaging diplomatically with staff, contractors, engineers, project managers, and property owners.

Operate a computer and assigned software.

Managing multiple tasks and deadlines.

Ability to:

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Analyze complex technical challenges, evaluate alternatives, and implement creative and sound alternatives.

Attend Council Meetings, and other board or commission meetings as occasionally required and be able to make clear and concise project status reports. This may require attending meetings outside normal work hours.

Develop cooperative public relationships with contractors, developers, coworkers, and the general public.

Construction Project Manager

Minimum Education and Experience

Education:

Bachelor's degree in Construction Management, Engineering or other technical field from an accredited college or university.

Possession of, or ability to obtain, relevant certifications (i.e. Certified Construction Manager (CCM), Project Management Professional (PMP), Qualified SWPPP Practitioner (QSP) and/or Qualified SWPPP Developer (QSD) preferred.)

Experience:

Minimum five (5) years of experience with project management, construction management or field construction of public infrastructure or similar projects, including at least one (1) year as a technical lead or supervisor.

License or Certificate:

Possession of a valid California Driver's License required upon hire.

Senior Construction Project Manager

In addition to the Minimum Education and Experience for a Construction Project Manager

Education:

Continuing Education in the field of Project Management, Construction Management, Public Administration, or similar is desired.

Experience:

Minimum eight (8) years of experience with project management, construction management or field construction of public infrastructure or similar projects, including at least three (3) years as a technical lead or supervisor and two (2) years as the technical lead on public projects such as construction of streets, storm drains, parks, traffic control systems, water and wastewater facilities and other CIP projects.

ADA COMPLIANCE

Physical Ability: Positions in this class frequently require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, and in excess of 50 pounds of force rarely to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people. This is an essential function of the position as incumbents regularly up to 100% of the time use their sensory skills.

Environmental Factors: May occasionally be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals,

oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: March 19, 2015