

CONSTRUCTION MANAGER

SUMMARY

The Construction Manager performs a variety of tasks including but not limited to construction inspection, construction administration, project management, surveying, construction staking, preparation of contract documents, engineering computations and budget estimates, computer aided design and drafting, geographic information systems input, general administration and other related duties as assigned. The Construction Manager position is a full time, salaried position.

SUPERVISION RECEIVED

Works under the supervision of the City Engineer.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Assists the City Engineer in construction administration and inspection of infrastructure projects focusing on streets, sewers, water mains, lift stations, sidewalks and other infrastructure.
2. Assists the City Engineer in the preparation of reports, documentation and recommendations concerning utility service issues, ongoing projects and capital needs.
3. Assists the City Engineer in the preparation of plans and specifications for roadway maintenance, lead service line, drainage improvement and related municipal infrastructure related projects.
4. Assists the City Engineer in the preparation of grant application and the administration of grants for City construction projects or studies.
5. Assists in the mapping of City utilities, property boundaries, easements and other maps.
6. Assists the City Engineer with Right-of-Way Permit Program, including review of applications, periodic inspections, and final inspection/close out of the permit.
7. Supports the different departments with mapping and GIS needs, as licensing allows.
8. Supports field staff with management and configuration of mobile solutions for GIS and CMMS.
9. Perform other duties as assigned by the City Engineer.
10. Performs related duties as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of construction management and civil engineering principles.

A thorough understanding of computer software and hardware. Intermediate to advanced proficiency with Microsoft Office (Word, Excel, Access, Publisher and Power Point), email programs (Outlook) and

Internet browsers (Edge). A basic understanding and aptitude to learn computer-aided design (AUTOCAD), Geographical Information System (GIS), computerized maintenance management system (CMMS), and related programs.

Basic understanding of construction materials and procedures, construction documents.

Ability to read basic civil engineering and architectural drawings.

Ability to accurately measure and calculate such items as grade, area and volume.

Skill in communicating effectively with city employees, contractors and the general public.

Skill in using office machines such as a typewriter, copier, scanner, facsimile machine and calculator.

Physical ability to work out-of-doors and in most construction environments.

Required education and experience includes a Bachelor of Science in a construction management program with exposure to municipal infrastructure.

A valid Michigan driver's license is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk or hear, and use hands to finger, handle, or feel. The employee frequently is required to walk. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl and have the ability to use a hammer to complete survey staking. The employee must occasionally lift and/or move up to 50 pounds. Specific visual abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position works in both an office and outside environment. The noise level in the office work environment is usually quiet and noise related to construction activities will be typical in the outside environment. While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles, outside weather condition, open excavations, construction machinery and moving mechanical parts requiring adherence to appropriate safety precautions.

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