

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 657

CONSTRUCTION MANAGER

GENERAL

Technical work in public works construction administration and field inspection. Work is performed under general supervision. The employee is responsible for tasks of considerable difficulty involving monitoring the work of Contractors and Building Inspectors engaged in the construction and inspection of a variety of complex city buildings, parks, and roadway and infrastructure improvements.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates multiple projects simultaneously in various phases of construction, contract administration, quality control, inspection and warranty administration.
- Exercises independent judgment in the application of principles and practices of architecture, construction and related engineering knowledge.
- Reviews and coordinates work during the permitting process.
- Monitors construction progress, prepares daily reports, ensures compliance with contract documents, reviews and verifies contractor's payment applications and recommends approval for payment.
- Supervises, coordinates directly on-site with contractor field personnel to evaluate construction progress; solves field problems and recommends corrections of deficiencies.
- Assists in the inspection of projects for substantial completion and prepares punch lists of any deficiencies.
- Prepares performance reports on contractors.
- Reviews plans, processes engineering permit applications and inspects construction within public rights-of-way consisting of underground utilities, driveways, roadways, sidewalks, docks, boatlifts and pilings.
- Investigates public complaints regarding encroachments on City rights-of-way, water or flooding conditions, poor road conditions and work executed without permits.
- Maintains regular and punctual attendance.

- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of building materials, methods, construction systems, roadway and underground utility construction.
- Thorough knowledge of building codes, laws, regulations and design standards.
- Considerable knowledge of the principle practice and methods of architectural, engineering and public works planning, design and construction.
- Considerable knowledge of Federal, State and Municipal rules, regulations, ordinances, and applicable building codes, building construction technologies and architectural and engineering drawing interpretation.
- Considerable knowledge of underground, site, building structure, electrical, plumbing and mechanical systems.
- Knowledge of the standard procurement practices in the field of local government.
- Knowledge of current construction costs.
- Strong ability to inspect projects under construction for conformance to contract documents.
- Ability to understand complex architectural and engineering drawings and specifications related to construction projects.
- Ability to prepare and present precise reports and recommendations orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation

MINIMUM QUALIFICATIONS

Considerable progressive experience in the construction and management of construction projects for ten (10) years. Graduation from an accredited university with a degree in Architecture, Engineering, or Construction Management. General Contractor's license is desirable. Considerable experience in all phases of municipal construction inspection.

A comparable amount of training and experience may be substituted for the minimum qualifications.

SPECIAL REQUIREMENTS Possession of a valid, appropriate driver's license and an acceptable driving record.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift medium weight equipment.

Bargaining Unit: Non Bargaining

FLSA: Exempt

Classification: 27/50

Location: Engineering

GERS: Regular Class

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