

CLASS TITLE: CONSTRUCTION MANAGER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervisory functions and the coordination of advanced professional engineering work related to the construction of Public Works projects; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises, plans, coordinates, and monitors the work of sub-professional subordinates engaged in administering construction management functions of Public Works and special projects
- Coordinates and directs the quality control/quality assurance program for transportation, water, wastewater, and stormwater systems
- Reviews construction plans for feasibility
- Investigates and resolves citizen complaints
- Reviews and approves submitted estimates
- Monitors construction for compliance with contracts and specifications
- Advises Field Engineering Manager of status and problems concerning various projects
- Supervises the testing and chlorination of potable water systems in accordance with City standards and State of Oklahoma law
- Establishes and monitors procedures and methods for materials quantity accounting
- Supervises and coordinates materials testing for engineered materials for Public Works projects
- Reviews and approves material submittals on City projects
- Keeps construction log and coordinates progress reports with management
- Coordinates, plans, and monitors the training program for Field Engineering employees
- Supervises the plans, goals, and objectives for field construction employees
- Participates in problem solving functions for various construction and field related problems
- Negotiates engineering service agreements and amendments and construction change orders
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering or construction management, and five (5) years of progressively responsible experience in water, wastewater, stormwater, and transportation systems; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of engineering, particularly as applied to the construction management and quality control of complex Public Works projects. Ability to perform research, collect data, prepare reports and recommendations, and to present findings clearly; ability to interpret engineering plans and specifications and to supervise the work of professionals and subprofessionals in the construction of Public Works projects; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to five pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Professional Engineering License or the ability to obtain an Oklahoma Professional Engineering License within six (6) months of date of hire, possession of a valid Class "C" Water and Wastewater License within twelve (12) months of hire; and possession of a valid Oklahoma Class "D" Operator's License.

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WORKING ENVIRONMENT: Working environment is indoors in an office setting, and outdoors and in inclement weather; and requires travel to various City locations to inspect construction sites.

Class Code: 1053

EEO Code: E-02

Pay Code: EX-44

**Group: Engineering, Planning, and Technical
Series: Professional Engineering**

Effective date: May 22, 2017