

## CITY OF LATHROP

### SENIOR CONSTRUCTION MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

The **Senior Construction Manager** is a manager within the Public Works Department and exercises full responsibility for planning, organizing and directing the work activities of city-wide construction and Capital Improvement Projects (CIP). Under general direction, plans, manages, oversees and directs the operations and staff responsible for construction, inspection and project management.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Construction Manager** is a management level class responsible for the overall operation of the City's construction and inspection services, including all related work for future, current and planned projects. This classification is distinguished from the next higher class of Public Works Director in that the latter has overall responsibility for administering the responsibilities of the Public Work Department.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Public Works Director, or designee. Exercises direct and indirect supervision over assigned professional, technical and functional construction inspection staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Responsible for the work progress, inspections, repair or alteration work on major projects as it relates to citywide construction and CIP projects including street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, lighting systems, landscaping, landscaping irrigation systems and facilities; performs and oversees the final inspection upon completion of projects.
- Accepts responsibility for all construction related activities and services; coordinates activities with City officials, departments, contractors, outside agencies, organizations and the public; provides staff assistance to the Public Works Department as needed; attends City Council and other public meetings as necessary.
- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved Department budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Evaluates and inspects traffic control plans and field traffic control and construction sites for safety, construction schedules, and construction workmanship; responsible for the preparation and updating of Standard Operating Procedures (SOPs).

- Observes, reviews, monitors and documents the work of contractors according to established procedures, including management of all project correspondence (incoming and outgoing oral and written communications, Requests for Proposals, memos, letters, submittals, change orders, contracts, and progress payments).
- Assures projects are constructed in accordance with the approved budget and schedule, plans and specifications; coordinates and manages City sub-contractors and consultants including special inspections for construction projects.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Provides responsible and complex staff support to the City Council, City Manager, and Commissions; develops recommendations for policies, laws, ordinances, resolutions, and programs related to construction and inspection activities.
- Oversees the selection, training, supervision and evaluation for all assigned staff; provides and/or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of assigned department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Plans, directs, coordinates and participates in activities related to construction management/inspections and CIP's; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Attends and participates in professional and community meetings; stays current on issues relative to the construction and CIPs; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Performs other duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Construction Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible construction inspection experience in the public right-of-way, and a high school diploma or equivalent, supplemented by specialized coursework in pre-engineering or construction technology.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

**Knowledge of:**

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, direct and evaluate the work of subordinate staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.