

College of the Redwoods

Position Description

Position: Construction Manager	Position Number:
Department/Site: Facilities	FLSA: Exempt
Evaluated by: Program Manager Capital Construction	Salary Grade: 135

Summary

Manages, coordinates, participates in, and performs engineering, technical, and compliance inspections and reviews in connection engineering projects and studies. Coordinates and monitors construction project work-in-progress, assuring compliance with contractual and regulatory requirements. Provides consultation to internal and external customers on development, infrastructure, and occupational safety requirements.

Distinguishing Career Features

The Construction Manager is part of a leadership career path for facilities and construction management. The position will serve as a project supervisor, advisor and inspector for facility, property, and infrastructure projects.

Essential Duties and Responsibilities

- Provides guidance to contractors, consultants, and staff in the design and implementation of capital improvement construction and maintenance projects and upgrades in modalities such as, but not limited to, runways, structures, and infrastructure.
- Oversees construction project activities and performance relating to construction, including supervision of professional and support staff, contractors, projects, and budgets.
- Describes and interprets policies and procedures, ordinances, and state regulations pertaining to the campus and construction requirements for public buildings.
- Participates in evaluating and approving engineering proposals and plans, work processes, systems and procedures in connection with projects for the District.
- Facilitates pre-construction meetings. Recommends construction features that are of benefit to the District in addition to compliance with standards and regulations.
- Develops specifications and cost estimates, conveying to senior staff for modification and final approvals. Receives and monitors approved budgets for projects and assignments.
- Develops tracking systems to monitor compliance with engineering and construction standards and other requirements such as those for financial management, payments, inspections, permits, system testing, submission of as built plans, etc.
- Creates, assembles and maintains complete files of capital improvement and other multi-disciplinary projects from conceptual format to completed works. Archives complete files and project documentation, including original and revised drawings, specifications, and changes.

- Develops tracking systems to monitor compliance with state and aviation regulatory requirements for occupational safety and environmental regulations.
- Coordinates with contractors and/or conducts site visits to review work-in-progress and insure applicant's compliance with the District's construction standards and other regulations.
- Continually interprets and evaluates construction best-practice methods and materials, suggesting alternatives should questions arise about compliance with specifications.
- May coordinate and obtain permits from other agencies that demonstrate the District's compliance with federal, state and local laws, codes, and regulations.
- Maintains up-to-date knowledge of engineering and construction as they relate to college facilities and infrastructure.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires specialized knowledge in engineering principles, practices, materials, costs, construction techniques and trends, regulations, standards and equipment. Requires in-depth knowledge of infrastructure construction and management, occupational safety, and environmental regulation. Requires working knowledge of contract and budget administration. Requires working knowledge of and skill in designing projects that involves sequencing of steps and inclusion of multi-disciplinary teams. Requires working knowledge of computer-aided-design, and computer-aided-engineering programs. Requires knowledge of right-of-way and roadway construction procedures. Requires well-developed human relation skills to convey technical engineering concepts, to supervise, facilitate, and guide other professionals, trades, and technical employees, and to work cooperatively with internal and external customers. Requires knowledge of best-practice supervisory leadership techniques. Requires technical writing skills sufficient to prepare project specifications, requests-for-proposal, process documentation, and communications suitable for external distribution. Requires mathematics skills to understand and critique stress, load bearing, and financial computations.

▪ Abilities

Requires the ability to perform all the responsibilities of the position. Requires the ability to plan, organize, coordinate, and review progress and compliance of engineering and construction projects. Requires the ability to prepare, administer and monitor complex project budgets and anticipate future budgetary needs. Requires the ability to interpret and apply complex rules, regulations, laws and ordinances. Requires the ability to prepare, review, approve and interpret engineering plans and specifications. Requires the ability to analyze technical design, construction engineering and surveying problems. Requires the ability to read design and construction-related drawings. Requires the ability to use computer-aided engineering software. Requires the ability to conduct mathematical computations using algebra, geometry, and statistics. Requires the ability to organize and sequence work associated with construction projects, converting them into project action plans. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the District and its services.

- **Physical Abilities**

The incumbent performs work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level. Requires visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

- **Education and Experience**

The position requires a bachelor's degree with a major in civil, structural, or a closely related engineering discipline, and five years of progressively responsible professional engineering experience with emphasis on projects.

- **Licenses and Certificates**

Requires a valid driver's license. Requires a General Engineering Contractors License.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist due to proximity with equipment and construction activity.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.