

CITY OF VANCOUVER

CONSTRUCTION MANAGER

DEFINITION

To supervise, plan and coordinate the activities and operations of the City's Construction Management/Inspection Division; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to higher level management staff.

To perform all of the assigned duties in accordance with the City of Vancouver's Operating Principles; to develop and maintain collaborative and respectful working relationships with team members and others; and to consistently provide quality service to the citizens of Vancouver.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level management staff.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL AND OTHER FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Examples of Essential Functions:

Perform all duties in accordance with the City of Vancouver's Operating Principles.

Work and act as a team player in all interactions with other city employees.

Provide a high level of customer service at all times; project and maintain a positive image on behalf of the City of Vancouver with those contacted in the course of work.

Coordinate the organization, staffing, and operational activities for construction management and inspection programs and services.

Participate in the development and implementation of goals, objectives, policies, and priorities for construction management and inspection activities; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate and evaluate construction inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for construction inspection projects; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

CITY OF VANCOUVER
Construction Manager (*continued*)

Examples of Essential Functions:

Conduct site inspections in order to oversee contractor's work as it is being completed; verify that proper materials are used and that all other conditions are in conformance with contract documents and specifications; resolve any conflicts between contractors, owners, and other parties.

Examples of Other Functions:

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Recommended changes in plans and specifications for public works projects.

Participate in the development and administration of the construction inspection program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate inspection activities with those of other divisions and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of construction inspection.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a construction inspection program.

Modern and complex principles and practices of construction management and inspection.

Principles of construction management, contract administration, and scheduling.

Principles and practices of civil engineering, surveying, and engineering project administration.

Recent developments, current literature, and sources of information regarding civil engineering construction.

Principles of municipal budget preparation and control.

Principles of supervision, training and performance evaluation.

CITY OF VANCOUVER
Construction Manager (*continued*)

Knowledge of:

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Manage and coordinate the work of supervisory, professional, and technical personnel.

Direct the operations of a construction field inspection section.

Ensure program compliance with Federal, state, and local laws, codes, and regulations.

Interpret complex engineering and building specifications and plans.

Select, supervise, train and evaluate staff.

Prepare clear and concise reports.

Work effectively with others to achieve personal, team, department and Citywide goals.

Demonstrate respect and cooperation in all interactions; support and reinforce team decisions.

Anticipate customer needs and give high priority to customer service and satisfaction.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in construction management and inspection, including two years of supervisory responsibility.

CITY OF VANCOUVER
Construction Manager (*continued*)

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering, construction management or a related field.

License or Certificate

Possession of a Certificate of Registration as a professional engineer in the State of Washington is desirable.

WORKING CONDITIONS

Office and site environment; exposure to dust and noise; some climbing, stooping, lifting; some inspection in confined areas; work at heights and in inclement weather.