

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Construction Manager

Department: Transportation

Pay Grade: 515

FLSA Status: Exempt

Job Code: T708

JOB SUMMARY

The purpose of this classification is to manage operations and activities of contracted construction projects in the Transportation Department. The division is responsible for inspections of all construction or infrastructure within the public right-of-way.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Develops and implements goals, and objectives for the division; evaluates efficiency and effectiveness of division operations, methods, and use of resources; implements improvements as needed.
- Develops an annual work program for Construction.
- Develops and maintains a 5-year citywide resurfacing program.
- Prepares, administers, and attempts to preserve the division budget and adjusts priorities as needed; identifies needs and obtains and allocates resources for the division.
- Responsible for monitoring and analyzing project budgets and project schedules to identify potential overruns of monies and time and taking the appropriate steps to notify supervisors of potential issues on construction projects.
- Responsible for project documentation to ensure compliance with local, state and federal agencies.
- Responsible for coordinating with project manager, inspectors, contractors, and other stakeholders to ensure project remains within established scope, schedule, and budget.
- Ensures proper and formal communications are established and followed between city staff and Federal, State, and Local agencies, including all contractors working in the public right-of-way.

- Accountable for staff conducting the routine tracking of project daily diaries, materials received, and invoicing for all projects; informs management of delays or issues promptly.
- Responsible for ensuring right-of-way and Utility Relocation Agreements (URA) agreements are implemented properly in the field prior to or during construction or utility relocation phase.
- Responsible for receiving, reviewing, approving, and inspecting encroachment permits for quality control and adherence to City code and policy.
- Participates in the opening of competitive bid packages; analyzes bids for construction projects; makes recommendations.
- Reviews construction plans; reviews and approves design changes in the field, coordinating with construction supervisor, construction inspectors, project engineers, and designers.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure the safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends, and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops, and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community, regional, county, and state meetings and events.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares and receives, various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, time cards, supply lists, or other documents; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Responds to emergency situations that require action from the department: assesses situation and initiates an appropriate course of action; coordinates with other agencies, departments, or utilities; and supervises repair operations.
- May require on-call status during emergencies or inclement weather periods.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Civil Engineering, Construction Management, Business Administration, or a closely related field; six (6) years of experience in roadway construction, roadway maintenance, or project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Professional Engineers License is preferred.

Special Requirements:

- None

Knowledge, Skills, and Abilities:

- Knowledge of city, county, state, and federal codes, ordinances, and regulations pertaining to bridge and street construction.
- Possess skills required to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place, and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Possess capacity to utilize a wide variety of reference, descriptive, advisory, and/or design data, and information.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Possess experience to apply principles of persuasion or influence over others in a supervisory capacity, including but not limited to: instructing, reviewing work, maintaining standards, and coordinating activities motivation, incentive, and leadership, exercise good judgment using facts and principles for developing approaches and techniques to resolve problems.
- Thorough understanding of contracts, plans, specifications, and regulations.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks may also involve extended periods out in the field on job sites. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work may at times require exposure to adverse environmental conditions for extended periods; routine on-site field investigations are expected.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.