

---

<b>DEPARTMENT:</b> Engineering	<b>SUPERVISED BY:</b> Construction Program Manager	<b>FLSA STATUS:</b> Exempt
-----------------------------------	---	-------------------------------

---

**JOB SUMMARY:**

The Construction Manager position is responsible for administering the construction phase of projects, including planning, coordination, budget control, construction management, and inspection of Repair and Replacement (R&R) projects, the Capital Improvement Program (CIP) projects and other capital work associated with maintaining and expanding the regional treatment and transmission system(s) and facilities. Additionally, the position will provide project management for projects as needed. The position operates independently and with minimal supervision as the principal construction representative for assigned projects.

**DISTINGUISHING FEATURES:**

This position requires journey-level construction management and project management experience in wastewater treatment and collection systems. The incumbent will oversee complex CIP and R&R projects while operating independently with minimal supervision. Incumbents will have a high level of responsibility for administering and monitoring the progress of projects assigned to them. The position will provide the primary coordination role for stakeholders affected by the construction projects, including operations staff, permitting agencies and property owners affected by the construction activities. The position includes broad responsibility and considerable latitude for independent judgment, receiving general direction from the Construction Program Manager. The position may include project supervision of technical and professional staff.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of Construction Management, inspection, and administration of public works projects.
- Principles and practices of Project Management.
- WSDOT specifications and EJCDC General Conditions.

**Skill in:**

- Managing large and/or complex construction projects on time, on schedule, and on budget while satisfying project goals and objectives.
- Preparing and maintaining detailed, accurate, and organized project documents and reports.
- Proficient use of a computer including Microsoft Word, PowerPoint, Excel, Outlook, Project, GIS, and Bluebeam Revu.
- Understanding and general knowledge of working with critical path method (CPM) construction schedules.

---

<b>DEPARTMENT:</b> Engineering	<b>SUPERVISED BY:</b> Construction Program Manager	<b>FLSA STATUS:</b> Exempt
-----------------------------------	---	-------------------------------

---

**Ability to:**

- Researching and analyzing complex data and information accurately and adopting a logical and effective course of action.
- Manage multiple projects simultaneously and meet demanding deadlines.
- Coordinate and direct professional and technical staff and consultants.
- Translating and communicating complex and highly technical information into formats understandable.
- Read, interpret, and apply Federal, State, and local policies, procedures, laws and regulations and departmental policies and procedures.
- Plan and effectively facilitate meetings.
- Understand and follow directions and effectively adjust to changing priorities.
- Problem solve and multi-task, be decisive in taking actions and making decisions.
- Field construction management issue resolution and inspection workload management.
- Effectively communicate in person and in writing with the District stakeholders/customers, contractors, co-workers, and supervisors.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of District, local, and state government officials, community groups, and the general public.
- Work productively and collaboratively with other staff, peers, consultants, and contractors in a professional manner.
- Maintain a professional and respectful working environment.
- Use construction management collaboration software.

**EDUCATION & EXPERIENCE:**

Any equivalent combination of education and experience that provides the knowledge, skill, and abilities to successfully perform the job. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree in Civil Engineering, Construction Management, or related field.
- Or five (5) years of work experience in a heavy civil construction environment demonstrating strong leadership and commitment to the delivery of complex wastewater collection and treatment projects as a construction or project manager.
- Or Licensure as a Professional Engineer or certification as a Project Management Professional preferred.

**WORKING CONDITIONS:**

Work is performed in both field and office environments. Fieldwork will require strength and mobility to walk, climb, and access facilities, and project construction sites, frequently in inclement weather conditions. Office work typically requires strength and mobility for an office environment,

---

<b>DEPARTMENT:</b> Engineering	<b>SUPERVISED BY:</b> Construction Program Manager	<b>FLSA STATUS:</b> Exempt
-----------------------------------	---	-------------------------------

---

including prolonged sitting and use of computer. Standing for extended periods in public meetings or presentation situations may be required.

**TYPICAL DUTIES & RESPONSIBILITIES:**

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. The individual in this position may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify, or remove duties as appropriate to meet business needs.

**Construction Management.** Typical tasks: Manages and administers construction contracts and inspection processes to control project cost, schedule, quality, and risk. Reviews bid packages, including complex, specialized contract provisions and agreements. Conducts pre-bid meetings, pre-construction conferences, and weekly progress meetings. The position will also be responsible for detailing critical construction features, safety management, and establishing communication protocols. Negotiates construction change orders, monitors expenditures and reviews contractor payment requests.

Manages and coordinates the work of assigned inspection staff. Monitors and documents construction activities and maintains project records, including field changes to project drawings to facilitate the preparation of as-built drawings. Provides design and regulatory interpretations considering technical, regulatory, and contractual requirements. Proactively identifies and successfully resolves project elements that could result in disputes and claims. Responsible for project documentation management, including submitting required warranties, guarantees, lien releases, operations manuals, and any other necessary documents required by the contract. Develops effective communications, including addressing and successfully resolving construction conflicts affecting the public, contractors, and engineers. Manages project risk and maintains product quality. Maintains current knowledge of construction management processes, techniques, and tools.

**Project Management.** Assists design team with the planning, contract administration and management, design, permitting, outreach, and real property acquisition for engineering projects. Provides feedback and can help create project scope, schedule, budget, and quality throughout the duration of the project design process. Provides input to the design team's development of construction plans, specifications, and estimates, including complex special provisions. Utilizes project management tracking systems in the accomplishment of the work. Directly and indirectly, can be asked to prepare project bid documents for smaller R&R projects. In addition, maintains current knowledge and the ability to manage environmental clearances and permits and local, state, and federal public works funding programs. Maintains current knowledge of project management processes, techniques, and tools.

---

<b>DEPARTMENT:</b> Engineering	<b>SUPERVISED BY:</b> Construction Program Manager	<b>FLSA STATUS:</b> Exempt
-----------------------------------	---	-------------------------------

---

**RELATIONSHIP WITH OTHERS:**

This position requires daily in-person, telephone, and written contact with stakeholders involved in the implementation of CIP and R&R projects, including direct contact with other staff, property owners, contractors, consultants, and businesses.

**SUPERVISION:**

**Exercised:** No formal supervisory duties. The Construction Manager coordinates and directs the work of assigned staff, consultants and contractors.

**Received:** This position receives work assignments and general supervision from the Construction Program Manager. Assignments are made either orally or through written project definitions. The employee works independently, with work review and project status updates at regularly scheduled meetings.

**SPECIAL REQUIREMENTS:**

- Possess and maintain a valid state-issued driver’s license with a good driving record.
- Ability to work long hours, nights, and weekends intermittently or on an emergency basis.
- Pass and maintain all required health and safety training and certifications.
- Maintain appropriate physical fitness to perform essential job functions.
- Final offer of employment is contingent upon successful completion of a reference check and a pre-employment administrative physical.