

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: CONSTRUCTION SERVICES MANAGER

DATE: 7/23/2024

JOB CODE: 2030

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under the general direction of the Engineering Manager, to plan, direct, supervise, and review the activities of staff engaged in the construction management, inspection, constructability review, and assist in the planning and scheduling for the construction, or alteration of water utility, water reclamation, sewer collections, power generation, and geothermal systems; gather and compile data, prepare, and review design plans for constructability, preparation or review of construction cost estimates, specifications, and reports; direct and assist engineering personnel with matters associated with construction management and construction inspection; oversee the management and coordination of contractor/developer-installed projects; and perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The single position class of Construction Services Manager is an advanced supervisory level position in the Engineering technical/professional series for the Construction Services Group within the Engineering Section. Supervision is received from the Engineering Manager. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and independent judgment. Supervision is exercised over Construction Project Managers, technical and professional engineering staff, and support staff.

This class is distinguished from the Engineering Manager by the latter's full management authority in planning, organizing, and directing the full scope of programs, projects, and related engineering activities for the entire Engineering Section, including GIS and mapping services, development services, planning and design services, and construction services.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;

- Establish and maintain effective relationships with those contacted in the course of work;
- Plan, organize, control, integrate, and evaluate the work of assigned Construction Project Managers, Engineering staff, and support staff; develop, implement, and monitor work plans; supervise and participate in developing, implementing, and evaluating plans, work processes, systems, and procedures;
- Participate in the selection of staff; provide or coordinate staff training;
- Plan, direct, and evaluate the performance of assigned staff; regularly monitor performance and provide coaching for performance improvement and development; recommend/implement disciplinary action to address performance deficiencies in accordance with Department policies and MOUs;
- Participate in planning, developing, implementing, and monitoring the Department's capital improvement budget;
- Participate in the constructability review of design plans and technical specifications for water utility, water reclamation, and sewer collections systems additions;
- Check design work in progress for accuracy of calculations and conformance with established engineering methods and procedures;
- Serve as project manager and/or oversee the construction, renovation, and repair of Department facilities; develop project budget estimates, review and approve plans, specifications, and estimates for capital improvement projects;
- Review and evaluate daily job status reports prepared by subordinate or consultant staff;
- Provide day-to-day leadership and work with staff to ensure a high performance, customer service oriented work environment;
- Oversee and/or perform inspections of engineering projects to determine conformance to plans and specifications and compliance with city, state, and federal standards of construction and safety;
- Coordinate construction meetings; prepare RFPs and RFQs, related invoices, and bid documents; verify that all contract work is completed per the plans, specifications, and other contract documents and make recommendation to issue a Notice of Completion for all facilities and improvement projects;
- Review construction plans, submittals, specifications, reports, work logs, permits, and files with engineering staff;
- Review and comment on completed designs, technical specifications, and cost estimates from a constructability perspective;
- Prepare or review construction cost estimates;
- Conduct studies and investigations and prepare reports of findings and recommendations;
- Compose correspondence requiring use of judgment based upon a thorough knowledge of functions and procedures;
- Recommend implementation of contractual enforcement provisions for inadequate performance of contractors;
- Identify, investigate, and resolve project related problems to keep construction activities on track and moving forward;

- Prepare a variety of reports;
- Prepare interoffice memoranda and other routine correspondence;
- Provide technical assistance regarding specifications, special conditions, and compliance methods to contractors, engineers, developers, architects, and staff;
- Recommend appropriate action on issues of noncompliance;
- Keep informed of changes and new legislation pertaining to laws, codes, and regulations and recommend changes as appropriate;
- Coordinate, delegate, and follow up on work of assigned staff to ensure completion;
- Set work priorities, coordinate and schedule assignments, and maintain records of activities for the Construction Services Group within the Engineering Section;
- Maintain regular contact with consulting engineers, construction project managers, engineering staff, city, county, state, and federal agencies, professional and technical groups, and the general public regarding construction activities as appropriate;
- Visit job sites to inspect progress on projects; provide technical and operations assistance to staff;
- Respond to and resolve difficult and sensitive inquiries and complaints;
- Identify and recommend contract change orders where appropriate;
- Negotiate and mediate contract disputes between the Department and contractors;
- Prepare periodic reports on the progress of projects; compile and maintain statistics and records on project status and contractor performance; perform inspections in the field on special and more complex inspection assignments;
- Coordinate site safety of construction projects; make final acceptance inspections and close projects;
- Confer with engineering staff on design problems;
- Represent the Department at various meetings;
- Maintain a clean and safe work area and adhere to all safety requirements;
- Communicate effectively both orally and in writing;
- Operate Department vehicles;
- Evaluate and document contractual issues during the course of construction and make recommendations to modify or append to the General Conditions, the General Requirements, or other construction contract documents with the goal to eliminate or reduce these issues for future projects.
- Must be able to respond to call-outs or emergencies; and
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles of supervision, training, and performance evaluation;
- Construction standards;
- Pertinent federal, state and local laws, codes, and regulations, in particular Public Contract Code requirements as they pertain to Public Works projects;
- Administrative and technical report preparation principles;
- Principles and practices of budget preparation and administration with an emphasis on budgeting for capital projects;
- Principles and practices of purchasing and maintenance of public records;
- Clean Water Act and relevant EPA regulations;
- Advanced principles of capital program design, construction, planning, and management;
- Advanced principles of project management, organizing, coordinating, planning, and scheduling;
- Advanced working knowledge of construction management software, that may include but not be limited to, construction document management and construction scheduling software or platforms;
- Appropriate safety rules and methods applicable to construction sites; safety principles, practices, and procedures of engineering and construction inspection and related facilities, equipment, and materials used in water operations and distribution, wastewater treatment, and sewer collections systems;
- Drafting, surveying, and engineering practices and terminology;
- Technical principles and practices of engineering design, specification, and cost estimate preparation;
- Defects and faults in construction;
- Principles of mathematics and their applicability to engineering work;
- Methods and techniques of conflict resolution and negotiation;
- Principles and applications of critical thinking and analysis;
- Trends and technologies in “green” design and construction;
- Personal computer operations and applicable software applications;
- Proper English usage, including spelling, grammar, vocabulary, and punctuation.

Ability to:

- Supervise, plan, organize, schedule, review, and evaluate the work of professional and technical staff;

- Prepare clear and concise technical, financial, and administrative reports;
- Administer a budget;
- Review and interpret engineering plans, specifications, and estimates of capital projects;
- Communicate clearly, concisely, and effectively, both orally and in writing;
- Operate a personal computer and database, spreadsheet and word processing programs, including project management, construction management, CAD, and permit tracking;
- Work independently, planning day-to-day activities while maintaining deadlines;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;
- Anticipate work performance and construction problems and determine appropriate course of action;
- Communicate complex technical ideas clearly and effectively to both technical and non-technical audiences;
- Participate in all phases of the design process in order to provide input from a constructability perspective;
- Review and evaluate engineering plans for constructability and provide recommendations to address potential constructability concerns;
- Evaluate materials, workmanship, and construction methods;
- Read, analyze, and interpret contract data and information, including legal agreements;
- Analyze and make sound recommendations on complex management and administrative issues;
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential situations;
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks;
- Interpret and apply federal, state, and local construction regulations and standards for water utility, water reclamation, and sewer collections projects;
- Exercise sound independent judgment within general policy guidelines;
- Apply critical thinking and analysis to a broad range of situations;
- Read and understand technical drawings and specifications;
- Recognize and properly deal with hazardous materials/environments;
- Delegate responsibility to employees at the technical and professional level;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out complex oral and written instructions;
- Work under moderate or high stress conditions;

- Evaluate Contractor's baseline schedule and identify potential concerns for resolution prior to approval; Be able to perform complex review of baseline schedule, schedule updates, and Time Impact Analysis (TIA);
- Prepare for and successfully negotiate change orders, construction claims, claims mitigation or other contractual concerns with the General Contractor in a fair and equitable manner while representing the Department to protect the rate payers;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in engineering, construction, architecture, Water Technology, Wastewater Technology, or closely related field.

And

Experience: Six (6) years increasingly responsible experience in construction management or project management handling multiple large and complex Public Works projects involving pipes and complex process facilities, wastewater collection systems, mechanical equipment, medium voltage and instrumentation systems, tenant improvements, or new facilities, including at least three (3) years in a lead or supervisory role.

OR

Education: Graduation from high school or equivalent;

And

Experience: Twelve (12) years of increasingly responsible experience in construction management or project management handling multiple large and complex Public Works projects involving pipes and complex process facilities, wastewater collection systems, mechanical equipment, medium voltage and instrumentation systems, tenant improvements, or new facilities, including at least three (3) years in a lead or supervisory role.

OR

Education: Graduation from high school or equivalent;

And

Experience: Current employment with the Department as a Construction Project Manager for three (3) years; and at least three (3) years of work experience in a lead or supervisory role.

And

Certificates: Must have and maintain a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 certificate or higher at the time of application;

And

Must have and maintain a California State Water Resources Control Board (SWRCB) Water Treatment Operator Grade 1 certificate or higher at the time of application.

Certification: Must obtain and maintain a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 or higher and an SWRCB Water Treatment Operator Grade 2 or higher within 36 months of appointment;

Must obtain and maintain a Certified Construction Management (CCM) certificate within 36 months of appointment.

General contractor license is highly desirable.

Obtaining and maintaining required certification is a condition of employment. Failure to obtain and maintain any required certifications noted within the stipulated timeframes shall be considered grounds for termination. The responsibility for obtaining and maintaining certifications is the sole responsibility of the employee.

This position is primarily responsible for overseeing the construction management and inspection of Public Works projects, **not** performing operations, maintenance, construction, repair, or installation of Department assets or systems, therefore, experience in the performance of these tasks shall not be considered as meeting the minimum experience qualifications.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents, and toxic agents. The incumbent needs to be able to tolerate unpleasant odors, wet conditions and uncomfortable climactic conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

The incumbent requires sufficient mobility to work in a field setting in varying weather conditions and an office setting, transport materials and supplies weighing up to 50 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Construction Services Manager

To: Engineering Manager

Job Description:

BOWC Approved:
Rev. with title chg to Construction Svcs. Mgr.
Rev:

8/15/2017

8/13/2019

7/23/2024

Testing Standards: App Review/Supp App Review