

EAST BAY REGIONAL PARK DISTRICT

CONSTRUCTION MANAGER

GENERAL FUNCTION

Under general direction, this position provides direction and manages the construction of capital projects assigned to the Design and Construction Department. Also directs and manages the District's surveying program. Performs representational duties related to assigned functions.

ESSENTIAL FUNCTIONS

Provides professional-level management of subordinate staff engaged in construction inspection and surveying activities. Directly supervises a small number of first-line supervisors and administrative staff. Exercises second level supervisory responsibilities over a larger number of technical and professional staff.

Construction management responsibilities include directing the preparation and maintenance of all necessary construction documentation and records to assure a consistent, legally sufficient, and cost effective construction management process. Maintains standard construction documents in conformance with changes in legal requirements and practices. Advises Design staff in the preparation of technical specifications and construction details as it pertains to codes and constructability. May process standardized agreement packages for inspection of capital construction projects that are managed by other District departments. Oversees construction documentation and inspection services for District-negotiated agreements that include development by outside agencies or private developers. Oversees the scheduling of major construction inspections to ensure contractual compliance with plans, specifications, materials, schedules, workmanship and safety standards. Participates in negotiating claims and proposed change orders and associated costs, resolving field and contractual differences, and processing scheduled progress payments. Conducts final inspections to assure the project's completion and that final acceptance includes necessary warranties and resolution of liquidated damages. Provides appropriate operational staff with documents, warranties and, as necessary, an orientation of specialized functional components and systems.

Survey management includes provision of services related to conducting boundary line surveys; topographical base mapping; inspecting contractors' staking, layout and terrain grading markings; and providing survey support to other District departments.

Exercises second level supervisory responsibilities of professional employees, assuring the Department meets specifically assigned ongoing and annual operational and financial objectives.

OTHER FUNCTIONS AND DUTIES

Assumes overall responsibility for a moderate Operating Budget, developing, justifying and defending budget submissions. Resolves internal problems and issues and coordinates with other District staff on broader problems and issues. May serve on internal committees, working groups and/or ad hoc task forces, providing program expertise and contributing to the attainment of successful results.

Serves as a representative of the District in dealing with construction contractors on interpretation of contract language, negotiation of change orders, claims, damages, and resolution of performance issues.

MINIMUM QUALIFICATIONS

Education: A Bachelor's Degree from an accredited college or university in landscape architecture, engineering, architecture, construction management or a closely related field; and

Experience: Four years of experience in construction inspection and management. At least one of the four years should be at a middle management level. Experience in surveying, park design, preparation of contract documents and specific construction management experience with park and recreational facilities are desirable.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of construction management methods; legal, and contractual practices; inspection and safety standards. Knowledge of building codes and usual and customary construction techniques and practices. General understanding of surveying techniques, principles and practices. Must have significant knowledge of management and supervisory principles and practices and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California State driver's license is a condition of initial and continued employment in this position. Must possess and maintain current State mandated certifications, licenses and credentials as required to fulfill duties and satisfy regulatory mandates for this classification. Current certification requirements include: Qualified Storm Water Pollution Prevention Plan Developer (QSD) certificate. The Storm Water Pollution Prevention Plan Developer (QSD) certificate must be obtained prior to completion of probation.

REPORTS TO: Chief of Design and Construction

Employment Category: Management, Range MG03
Adoption by Board: 7/19/1994
Revised by General Manager: 12/24/2001
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