

URBAN DEVELOPMENT CONSTRUCTION MANAGER

NATURE OF WORK

This is highly responsible work in the management and oversight of public improvement projects in connection with the Urban Development Department.

Work involves coordinating project consultants, budgeting and scheduling of projects, reviewing construction documents and cost estimates, along with managing bidding and payments. Work also involves coordinating with a variety of departmental and city staff, providing on-site construction observation, cultivating relationships with developers and their consultants, organizing and managing meetings, as well as maintaining city asset databases and maintenance contracts. Limited supervision is received from a technical or administrative superior in the form of general guidance and review of records, reports and final outcome. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Develops project scopes, schedules, and budgets with appropriate staff and consultants, including estimating expenses and reviewing cost estimates for proposed public improvement projects.

Manages construction contracts, including bidding, contracting, scheduling, reviewing pay applications and change orders, responding to Requests for Information (RFI), conducting final project walk-through/punch list and warranty reviews, reviewing and maintaining as-built drawings and maintenance manuals.

Assists in coordination of the design development process, including developing the scope of projects for design; overseeing or assisting in the hiring of design professionals; review of design and construction drawings; review and approval of design invoices.

Oversees construction observation and inspection services in coordination with appropriate divisions and consultants.

Coordinates projects with appropriate City staff, the public, and private property owners when applicable.

Assists in redevelopment project planning and implementation, including developing and reviewing cost estimates for proposed improvements and enhancements, preparing for and running implementation meetings, reviewing site plans, architectural drawings, and construction drawings.

Assists in construction observation of private redevelopment projects; coordinates in-field changes with appropriate city staff and redeveloper; conducts final project walk-through/punch list as needed.

Monitors reimbursement of eligible project expenses; including preparing budget, reviewing pay applications for accuracy and consistency with agreements and approving Tax Increment Financing (TIF) reimbursable expenses and maintaining records per records requirements.

Coordinates Asset Management for Business Improvement Districts, projects maintained by Urban Development, and construction planning and budgeting purposes.

Assists in the development and review of site plans as they relate to private uses of the right of way, ingress/egress, and other improvements.

Supervises subordinate staff and provides direction pertaining to questions of policies, standards and procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of City, County, State or Federal regulations.

Considerable knowledge of engineering/planning software and applications.

Considerable knowledge of spreadsheet, word processing, database and e-mail software.

Considerable knowledge of managing budgets and schedules.

Ability to understand and follow complex oral and written instructions.

Ability to prepare a variety of technical memorandums and reports.

Ability to work independently on a variety of assigned projects with only periodic and general supervision and instructions.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with other government agencies, citizen committees, the media, public officials, other City departments, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Associate degree in construction management, architectural field, or engineering field (civil or surveying); and five years of experience of a technical nature; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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