



Assistant Construction Manager

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	10/20/2025 2:56:05 PM
Working Title:	Assistant Construction Manager
Job Family:	Engineer
Classification:	Engineer 2

ORGANIZATION

Department:	Public Works
Cost Center/Program:	5052 - Capital Project Management
Exemption Status:	Exempt
Union:	Not Represented

JOB SUMMARY

The responsibilities of this classification include performing professional engineering and/or professional land surveying work/projects. Serves as a project lead or lead worker to the lower-level engineers and/or may be assigned to supervise lower-level engineering positions. Incumbents in this position apply complex engineering and survey principles and methods in assigned project areas and duties performed are at a level of a Professional Engineer.

Distinguishing Characteristics

This is the second level within a four-level Engineer classification series. It is distinguished from the Engineer 1 position in that Engineer 2 incumbents perform a broad scope of professional and specialized engineering. This position typically serves as a lead on large scale, complex engineering projects; and/or lead worker to lower-level engineers; and/or supervisor to the Engineer 1/Engineering Technicians. Engineer 3 employees require advanced technical expertise to perform specialized professional engineering high-level work spanning multiple programs. Work is typically performed under minimal direction and typically reports to or receives guidance from an Engineer Supervisor or higher-level staff.

Career Progression: This position is part of an automatic progression series. Incumbents hired at the Engineer 1 level will progress to Engineer 2 upon obtaining their Professional Engineer (PE) license and demonstrating satisfactory work performance, without the need for reapplication or competitive selection.

Executes complex civil engineering and construction management assignments for capital improvement projects, encompassing design, inspection, and oversight responsibilities. Supervises construction inspection staff and operates both independently and as part of project teams, engaging with stakeholders across office and field environments. Performance is evaluated periodically through progress reports, team meetings, and stakeholder conferences to ensure projects meet established timelines.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Financial management on construction projects including managing construction budget, reviewing payments to contractor, and negotiating change orders.	15%
Overseeing quality assurance of construction projects in accordance with contract plans, specifications, and regulations.	10%
Responsible for communication with contractor, utility contacts, regulatory agencies, and general public. Reviews and responds to Contractor generated Requests for Information (RFI).	20%

Essential Functions

Essential Function	% TIME
Oversee construction activities and inspection staff on projects including reviewing daily reports, supporting field staff with technical questions and answering contract related issues.	20%
Coordinating project staffing and utility coordination. Conducting pre-construction and weekly progress meetings.	15%
Working with Public Outreach staff to inform public of upcoming and on-going construction projects as well as answering citizen questions.	5%
Ensuring contract compliance from award to project closeout.	10%
Responsible for supervision of project inspection staff.	5%

Required for All Jobs

Performs other duties as assigned
Complies with all policies and standards

This Job is Essential	☐
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Licensed as a Professional Engineer (PE), Professional Land Surveyor, or related industry specific certifications	Required	or
4 years	Related engineering experience working under the direct supervision of a licensed Professional Engineer and an Engineer in Training (EIT) (Land Surveyor in Training (LSIT) for Survey positions),	Required	or
4 years	Related engineering work experience working under the direct supervision of a licensed Professional Engineer (PE) and a Bachelor's Degree in related engineering or construction management field.	Required	and
	Lead worker or supervisory experience may also be required		
	2 years of construction management experience.	Preferred	and
	1 year experience as lead worker or supervisor.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
Professional Engineer (PE) License			Preferred	or
	Engineer in Training (EIT)		Preferred	
	Certified Construction Manager		Preferred	

Equivalency

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of engineering theories, principles and practices including specific principles of assigned programs.	Medium
Knowledge of federal, state and local laws, standards and regulations governing engineering projects.	Medium
Knowledge of construction design, management, and principles.	High
Knowledge of common materials used in engineering projects.	Medium
Skilled in project management principles.	High
Skilled in conflict-resolution and ability to problem-solve.	High
Skilled in planning and scheduling.	High
Skilled in technical writing.	High
Skilled in mechanical and spatial reasoning.	Medium
Skilled in data collection, problem solving and analytical skills.	Medium
Ability to create, read and interpret engineering plans, maps, blueprints, schematics, plans and specifications.	High
Ability to inspect projects for compliance with rules and regulations.	High
Ability to perform complex mathematical calculations.	Medium
Ability to utilize computers and related software applications.	High
Ability to establish and maintain effective interpersonal relationships at all organizational levels and with the public.	High
Ability to serve as a lead to subordinate employees by training, assigning, prioritizing, reviewing, and monitoring the workflow of staff to ensure quality of work and services; provides guidance in processing of legal or other documents requiring specialized knowledge.	Medium
Ability to provide timely guidance and feed back to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.	Medium

Certification: A copy of the Professional Engineer or Professional Land Surveyor License (or other industry specific certification)		Required	or
Certification and experience: A copy of the Engineer in Training Certification (Land Surveyor in Training for Survey positions), and complete a verification form and submit it during the application process. The form includes verification of the work performed under the direct supervision of the Professional Engineer, Professional Engineer signature and PE stamp/seal or a copy of their current license		Required	or
Education and experience: Official Transcripts from an ABET Accredited School of Engineering and complete a verification form and submit it during the application process. The form includes verification of the work performed under the direct supervision of the Professional Engineer, Professional Engineer signature and PE stamp/seal or a copy of their current license		Required	

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
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Remote Employment

Remote Employment Type:

Remote Employment Text:

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	on-site evaluation
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist		
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping		
Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office Supplies, paperwork and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Lifting 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Lifting 50 + lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office Supplies, paperwork and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Carry 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Pushing 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Pushing 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Pulling 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Pulling 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Documents, computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisor's directions, and phones if applicable
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisor's directions, and interaction w/ co-workers
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	on-site evaluation
Exposure to Bloodborne Pathogens		
Work Outside	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	on-site evaluation
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May encounter while performing on site evaluation
Wetness	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May encounter while performing on site evaluation
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Semi-professional attire, PPE when required
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$0.00
Hourly Min:	\$0.00