



Construction Manager

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

JOB INFORMATION

Approved Date:	10/11/2023 6:52:19 PM
Working Title:	Construction Manager
Job Family:	Construction Code
Classification:	Construction Manager

ORGANIZATION

Department:	Public Works
Cost Center/Program:	1012 - County Road Engineering
Exemption Status:	Exempt
Union:	Not Represented

JOB SUMMARY

The responsibilities of this classification include managing, planning, directing, or coordinating, usually through subordinate personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participates in the development of construction projects and oversees organization, scheduling, budgeting, and implementation. This position is responsible for performing highly skilled planning and project management tasks related to the construction of major capital improvements and on-going management of contracts with consulting firms and contractors.

Distinguishing Characteristics

This is a stand-alone classification which is distinguished by responsibility for the management of engineering and construction activities for County capital projects.

This position manages, supervises, and performs a variety of advanced construction management assignments in the delivery of Capital Infrastructure Improvement projects, requiring advanced expertise and experience in construction management related functions including; construction techniques, means, and methods; construction materials and materials testing; project scheduling; and contract language, responsible for performing highly skilled planning and project management tasks, including implementation and on-going management of contracts with contractors and consulting firms. Work assignments are received with little technical instruction and require timely selection of course of action and resolution to complex or unique problems with considerable latitude for independent judgment within the frameworks of construction contracts, codes, and regulations.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Manages the construction management team for capital infrastructure improvements responsible for: compliance with contract plans and specifications; review and acceptance of contractor's schedule, submittals, materials sources, subcontractors, and monthly progress payments; response to contractor's request for information and substitution; managing change orders and project scope; coordination with Engineer of Record; and assessing and managing County's risk. Act as a resource for design engineers on constructability and construction schedule development.	40%
Manage, coordinate, and participate, in pre-bid, pre-construction, and technical review meetings, which involve meeting with utility companies, developers, contractors, engineers, and representatives from County departments and State agencies to review and analyze plans, specifications and related impact for County projects. Responsible for review, approval, and acceptance of work within the County right of way performed by private contractors and utility providers.	30%

Essential Functions

Essential Function	% TIME
Manage and oversee the work by team members responsible for the bridge inspection program.	5%
Supervise assigned staff including setting work priorities, procedures, planning, organizing, assigning, advising, assisting, motivating and training as necessary. Evaluate the work of assigned staff, establish standards of performance, and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination.	20%
Attend public meetings on on-going construction projects; prepare and make public presentations of oral and visual reports to committees, community groups, special interest groups, elected officials, or the Board of County Commissioners to explain assigned projects and to present progress reports; and respond to inquiries, problems, complaints, or requests for information regarding assigned projects.	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	
Bachelor's Degree	In construction management, civil engineering, or closely related field	Required	
	In civil, mechanical, or electrical engineering, construction management, or closely related field, from a college, university or school accredited by an agency recognized by the US Department of Education		

Work Experience

Experience	Experience Details	Required/Preferred	
5 years	In construction management, project management, construction oversight, or closely related experience.	Required	and
2 years	of supervision including construction oversight, construction management, project management, and design development review;	Required	and
1 year	of contract administration experience	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Some positions may require a license as a Professional Engineer in the State of Washington	Upon Hire	Preferred	or
	Certification from the Construction Management Association of America, the American Institute of Constructors, or other related certification.	Upon Hire	Preferred	
	Registration as a Licensed Professional Engineer or Licensed Land Surveyor.		Preferred	and

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certified Construction Manager from the Construction Management Association of America (CMAA).		Preferred	and
	Certification from the Design Build Institute of America (DBIA).		Preferred	
	Driver operates a personal vehicle as an essential function for official County business.			

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

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 the materials, methods, and tools involved in the construction or repair of buildings or other structures such as roads or bridges	High
Application and interpretation of Federal, State, and County industrial safety laws, codes, and regulations.	
Knowledge of federal and state permitting processes	Medium
Knowledge of policy context for engineering decisions	Medium
Knowledge of federal, state and local engineering codes	Medium
Knowledge of engineering and construction industry standards	Medium
Knowledge of contracting methods and procedures	High
Knowledge of construction inspection techniques and principles	High
Knowledge and skill in project planning techniques and principles	High
Knowledge of quality assurance techniques and principles	High
Knowledge of contract development and administration techniques and principles	Medium
Knowledge of management techniques and principles	High
Skill in the supervision and management of staff	High
Skill in organizational planning and leadership	High
Skill in effective decision-making	High
Skill in conflict resolution	High
Skill in negotiating	High

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.

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:

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.
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.

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		
Running		
Jumping		
Climbing Ladder, stairs, stools		
Balancing		
Bending at the waist		
Twisting at the waist		
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		
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		
Lifting 11-20 lbs		
Lifting 21-35 lbs		
Lifting 36-50 lbs		
Lifting 50 + lbs		

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

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			
Reaching at shoulder level			
Reaching below shoulder level			
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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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			
Keyboarding/Typing			
Simple Grasp			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp			
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.		
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.		

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
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		
Exposure to Bloodborne Pathogens		
Work Outside		
Customer/Public Contact		
Work Inside		
High Elevations		
Moving Objects		
Slippery Surface		
Wetness		
Temp.Humid/ Extremes		
Temp. Cold Temp		
Confined Spaces		
Special Clothing		
Vibration		
Use of Solvents		
Use of Detergent		
Chemical Contact		
Chemical Vapors		
Dust or Particles		
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
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Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

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