

CONSTRUCTION PROJECT SUPERVISOR

SUMMARY/PURPOSE

Under the general direction and supervision of the Property & Facilities Manager, the Construction Project Supervisor will be responsible for overall coordination, supervision, planning, design, and construction project management of construction projects in City facilities and/or on City property. The Construction Project Supervisor will supervise facilities planning services and project management staff, and will act as a project manager to provide technical expertise and guidance on key City projects and will exercise independent judgment and discretion in carrying out professional project management and operational decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Provide effective professional level construction project management services, expertise, and guidance to City staff and administration.
2. Consult and collaborate with clients and consultants to gather information, perform financial analysis, and develop project plans that adhere to accepted design principles and compliance standards.
3. Direct the determination of projects scope, budget and methodology, the preparation of bid specifications with consultants/contractors, review bid proposals and participate in the selection of consultants/contractors.
4. Negotiate contract terms with consultants/contractors.
5. Present project information to administrators, City staff, City Council, Planning Commission, regulatory agencies, and others as necessary.
6. Identify and apply for grant funding and other funding sources for projects; plan, monitor, and administer project budgets.
7. Inspect work performed by consultants/contractors for conformance to specifications, and make adjustments as necessary.
8. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to design or modify projects to effectively meet goals.
9. Perform all associated administrative tasks, including preparation and processing of all required reports and documentation.
10. Coordinate work schedules and approve or reject leave requests.
11. Prioritize, assign, and direct work and projects.
12. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
13. Act as a project manager for key City projects. May serve as project manager for smaller projects as needed.
14. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
15. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
16. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
17. Effectively recommend adjustments or other actions in employee grievances.
18. Delegate authority and responsibilities to others as needed.
19. Disseminate instructions and information to staff through verbal and written communications.
20. Research and keep abreast of current construction management practices, architectural and interior design techniques, materials, trends, building science technologies and methods, and funding sources.
21. Support the Division Manager in the development of capital plans, implementation, maintenance and utilization of the asset management system, and development of reports as necessary to disseminate key facility issues to City Administration.

22. Participate in the development and monitoring of department/division budgets.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in Architecture, Construction Management, Project Management, Public Administration or a related professional field, or at least five years of equivalent experience and education (i.e. in place of a college degree); AND
 - B. Three years of related professional experience.
 - C. One year of supervisory experience.
2. Knowledge Requirements
 - A. In-depth knowledge of architectural and facilities planning and design principles and practices.
 - B. In-depth knowledge of construction management practices and principles.
 - C. Knowledge of capital asset management practices, principles, and systems.
 - D. Knowledge of current building science and energy efficiency practices and principles.
 - E. Knowledge of local, state, and federal regulations related to construction.
 - F. Knowledge of engineering principles and practices sufficient to plan projects and to read and interpret technical reports.
 - G. Knowledge of research and analysis methods and techniques.
 - H. Knowledge of accepted supervisory and management practices.
 - I. Knowledge of negotiation methods and techniques.
 - J. Knowledge of grant writing and reporting principles and techniques.
 - K. Knowledge of applicable collective bargaining agreements.
 - L. Knowledge of ADA accessibility requirements.
3. Skill Requirements
 - A. Excellent organizational skills.
 - B. Skill in project planning, implementation, management, and evaluation.
 - C. Skill in communicating logically and persuasively before groups and with individuals.
 - D. Skill in preparing clear, concise, written reports and correspondence.
 - E. Skill in managing and tracking multiple projects concurrently.
 - F. Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff, and other professionals.
 - G. Skill in the operation of personal computers and associated software, including word processing, database, spreadsheet, AutoCAD, Adobe, and project management software.
 - H. Skill in writing grant proposals.
 - I. Skill in negotiating and administering contracts.
4. Ability Requirements
 - A. Ability to plan and coordinate work of project staff and consultants/contractors.
 - B. Ability to read, interpret, analyze, and explain technical data, blueprints, maps, and other complex materials that may involve information with which the individual is unfamiliar.
 - C. Ability to evaluate and analyze operations and procedures.
 - D. Ability to work independently while functioning as a team member.
 - E. Ability to establish and maintain effective working relationships with supervisors, other employees, governmental agencies, and the general public.
 - F. Ability to develop and lead a team of highly capable project professionals and meet demanding project deadlines.

- G. Ability to use sound professional judgment and discretion.
 - H. Ability to supervise staff and to effectively manage performance.
 - I. Ability to handle disciplinary and/or grievance issues and concerns.
 - J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
5. Physical Ability Requirements
- A. Ability to make site visits and inspect project status during the construction process.
 - B. Ability to occasionally walk, climb, stoop, kneel, or crouch during site inspections.
 - C. Ability to transport, usually by lifting and carrying, materials and equipment weighing up to 25 pounds, such as project files, product samples, and public presentation materials/equipment.
 - D. Ability to exchange information with others both verbally and in writing.
 - E. Ability to operate a computer.
 - F. Ability to prepare, analyze, and proofread data.
 - G. Ability to attend work on a regular basis.

| | | | | |
|----------|--------------------|---------------------|-----------------|-------------|
| HR: MC | Union: Supervisory | EEOC: Professionals | CSB: 06/07/2016 | Class No: |
| WC: 9410 | Pay: 1095-1105 | EEOF: Admin/Finance | CC: | Resolution: |