

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 02/13/06

TITLE: PROJECT CONSTRUCTION MANAGER

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, manages, oversees and administers activities of Facilities and Construction projects; directs and manages the design and construction and participates and coordinates project management activities with other City divisions and departments, contractors and outside agencies for Victor Valley Wastewater Reclamation Authority (VWVRA). Reports to the General Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serves as Project Construction Manager for capital improvement projects, including treatment plant and collection facilities; ensures projects are constructed within designated guidelines and standards, in accordance with established policies and procedures and in compliance with federal and state codes, laws and regulations; and monitors actions affecting projects.
2. Conduct field inspections to assure contract compliance; reviews and resolves construction related issues, negotiates change orders with contractors, prepares contract change orders and approves minor design changes in the field.
3. Performs project cost estimates and costs analysis; reviews project proposals or plans to determine time frames, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects; ensures project management for the construction of facilities is in compliance with time and budget parameters; and ensures timely payment of projects.
4. Establishes a work plan and staffing for each phase of projects and arranging for recruitment or assignment of project personnel.
5. Assists in the development of Capital Improvement Program (CIP) projects; manages and monitors CIP projects from conception to completion.
6. Coordinate construction meetings Prepares RFPs and RFQs, related invoices, bid documents, and arranges bid openings; issues notice to proceed and files Notice of Completion on all facilities and improvement projects and assists in the preparation of contracts and other related documents between VWVRA and Contractors; responsible for compliance review of such documents.
7. Reviews status reports prepared by project personnel and modifies schedules or plans as required; confers with project personnel to provide technical advice and to resolve problems
8. Assist operations and maintenance staffs by investigating and evaluating needs and preparing or coordinating design solutions and bid packages for repairs, replacements and improvements.
9. Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding construction activities; represents VWVRA at public meetings pertaining to projects.
10. Directs consultants in the preparation of engineering plans, specifications, surveys, material testing and inspections; recommends and enforces provisions of contractual agreements; tracks project budgets and schedules.
11. Presents recommendations or information to individuals or groups in a persuasive manner; researches and develops a variety of alternatives.
12. Maintain accurate as-built drawings.
13. Manages the selection, training, supervision and evaluation of assigned staff and plans, organizes and directs their work; implements work plans; establish work performance requirements and personal

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development targets; monitors performance and provides coaching for performance improvement and development.

14. Develop Operations and Maintenance Manuals.
15. Confers with project staff to outline work plans and to assign duties, responsibilities, and scope of authority; directing and coordinating activities of project personnel to ensure project progresses on schedule and within prescribed budget
16. Prepares project progress reports; coordinates pre-construction meetings with VVWRA representatives and contractors; attends weekly and monthly departmental meetings; researches and prepares special reports on related issues; assists with the preparation and review of legal descriptions.
17. Assures as-built records of projects and documents necessary for changes for the operation and maintenance programs.
18. Maintain a clean and safe work area and adhere to all safety requirements.
19. Learn and maintain proficiency in computer hardware and software utilized by VVWRA.
20. Communicate effectively and establish and maintain effective working relationships with others.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Laws, rules and regulations controlling construction of, and modifications to, treatment facilities.
Construction budgets, bidding, designing and proposals.

Ability to:

Read, analyze, and interpret contract data and information, including legal agreements.
Communicate effectively orally and in writing.
Skill with PC-based computer systems and CAD software.
Frequently stand, walk, climb or balance, stoop, kneel, crouch, or crawl to operate equipment located in tight quarters and participate in confined space entry and exit procedures, including rescues.
Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms.
Talk, hear, see and smell.
Sit for long periods of time.
Frequently use a computer for extended periods of time.
Read, compile, compute and record numerical data.
Be willing and able to carry cell phone at all times while on duty.
Work regular full-time hours corresponding to one of the approved VVWRA alternate work schedules.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Experience:

Employee must possess a bachelor's in engineering, or construction management or an equivalent combination of education and closely related experience, and a minimum three years experience as a construction inspector and/or resident construction engineer at a wastewater treatment facility and/or collection system of similar size and technology.

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Registration as a professional engineer in the State of California or registration in another state with the ability to transfer license to California is desirable but not required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with moderate noise level.

Physical: Incumbents require sufficient physical ability to stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.