



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Construction Project Manager
Department: Engineering
Supervised By: Engineering Manager
FLSA Status: Exempt
Revision Date: June 2020

JOB SUMMARY

To act as a construction project manager administering the construction of assigned District capital and non-capital projects and to assist the Engineering, Utilities, and Parks and Recreation Departments in the planning, permitting, design, project management, and contract administration of assigned District capital and non-capital projects.

DISTINGUISHING CHARACTERISTICS

The Construction Project Manager is a professional classification within the Engineering Department, which is closely related to the Civil Engineering job classification series. This is a responsible position with emphasis on professional expertise, critical thinking and independent judgement and decision-making. The Construction Project Manager is distinguished from the Associate Civil Engineer by the former's focus on construction project management and construction contract administration and a lack of professional licensing as a Civil Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Engineering Manager.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Manage the construction phase of most of the District's capital and non-capital projects, to include bidding, contract award, construction management, contract administration, construction inspection and testing, permit compliance, environmental compliance, submittal and information request processing, payment application processing, budgeting and expense tracking, and close-out.
- Oversee the work of contracted consultants and/or assigned District staff, to include engineers, planners, technicians, inspectors, laboratories, assistants and administrators.
- Review and provide comment on documents provided by others, to include plans, specifications, reports, studies, calculations, estimates, budgets, schedules, permits, environmental documents,

agreements, easements, ordinances, policies, procedures and any other document within the expertise of the incumbent.

- Prepare plans, specifications, reports, studies, calculations, estimates, budgets, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures or any other document within the expertise of the incumbent.
- Act as representative and liaison to regulatory agencies, public agencies, property owners and operating departments related to District capital and non-capital projects and activities of the Engineering Department.
- Assure compliance with all grant conditions, permit conditions, environmental regulations and other Federal, State and local laws in the implementation of District capital projects.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Serve as on-site construction inspector for District capital projects as assigned.
- Assist the Engineering Manager with planning, establishing goals and budgeting for District capital project implementation and Engineering Department operations; including recommending and implementing improvements and cost-saving measures.
- Provide technical assistance and recommendations for the planning, design, construction, operation and maintenance of District sewer, water, administrative, parks and recreation facilities.
- Assist with the preparation of various applications for grant funding and assure compliance with grant conditions in the design and construction of District capital projects.
- Attend and participate in public and internal meetings.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Construction management principles and practices as applied to the construction of utilities, parks, facilities and other public works.
- Construction contract management and administration principles and practices for public works projects.
- Methods, materials and techniques used in the construction, inspection and construction management of public works projects.
- Federal, State and local laws and codes and regulations pertaining to the design and construction of public works, to include public contracting code, labor compliance, CEQA/NEPA compliance, environmental regulations, construction safety, etc.
- Modern developments, current literature and sources of information regarding construction management and related engineering practices.
- Project management principles and practices related to the planning, design and construction of public works.
- Project scheduling using GANTT chart, PERT or CPM methods.
- Principles and practices of negotiation, leadership, conflict management and dispute resolution.

- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Read, comprehend, interpret and explain plans, specifications, reports, calculations, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures and any other document within the expertise of the incumbent.
- On a continuous basis, analyze operations of construction projects in the field; interpret plans, specifications, maps, reports, and permits; know how to perform underground work and other public works construction activities; and observe safety precautions.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Understand and apply District policies, procedures, standards, ordinances and practices to work assignments.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to the design and construction of public works and other work assignments.
- Act independently and make decisions conforming to District policies, procedures, standards and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate and use modern office equipment including computers and applicable software.
- Effectively utilize standard office software (spreadsheet, word processing, database, email, calendar and others) at an advanced level.
- Utilize engineering software (GIS, scheduling, estimating) at a proficient level with the ability to become advanced in any given software.
- Explain projects, regulations and procedures to District Board and staff, consultants, contractors, developers, the general public or representatives of other public agencies.
- Review or prepare any work product in a clear, accurate and concise fashion in conformance with accepted engineering practice and District standards.
- Monitor own work product for quality and accuracy.
- Establish and maintain effective working relationships with those contacted in the performance of required duties; including governmental agencies, consultants, staff and the public.
- Interpret and apply safety rules and regulations to work assignments.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an ABET-accredited (or similarly accredited) program at a college or university with an Associate of Science degree in construction technology, construction management, construction engineering, engineering, or engineering technology or related curriculum.

Experience: Two (2) years of progressively responsible construction project management experience, preferably related to water, wastewater, parks and recreation, or other appropriate public works. Two years of experience as a construction Inspector or engineering technician may be substituted for each year of required experience.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Position may require working beyond normal business hours, attendance at evening meetings and/or weekend work, and the ability to travel.

Work may be performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

Work may be performed in confined spaces, or at heights above or below the ground.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Frequently
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Occasionally
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously

Seeing Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Frequently
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	N/A
Crouching	Occasionally
Kneeling	Occasionally
Pushing (40 lbs.)	Occasionally
Pulling (60 lbs.)	Occasionally
Stooping	Frequently
Working at 8' above/below ground	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Continuously
Working/Reaching at desk level	Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	Occasionally
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Frequently
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Occasionally
Writing	Frequently
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Frequently
Computer mouse	Continuously

Phone receiver	Frequently
Manipulating maps	Occasionally
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Occasionally
Arm	
Lateral	Frequently
Rotation	Frequently

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	Eight feet from floor
Water and Sewer facilities	Below ground level

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Intermittent
Interpreting	Continuously
Knowing	Continuously
Observing	Frequently
Problem Solving	Frequently
Remembering	Continuously
Understanding	Frequently
Explaining	Frequently

APPROVED BY: Sean Barclay, General Manager on June 10, 2020