



City of Mill Valley

Construction Manager

JOB DESCRIPTION

DEFINITION

Manage and supervise construction activities from planning stages to final project close out, perform field inspections of public works, maintenance, right of way encroachment, Capital Improvement Projects, and similar projects to ensure compliance with project plans, specifications, and contract provisions.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Public Works Director or their designee. Directs and evaluates the work of contractors, consultants, utilities, and project owners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee and review assigned projects from inception to completion.
- Collaborate with architects, engineers and owners and assist in preparation of design plans and specifications.
- Review drawings, maps, plans, and specifications for constructability during planning and design and workmanship for conformance with contract documents during implementation.
- Review and process project construction submittals, including but not limited to proposed schedules, cost items, materials, traffic control plans, stormwater protection and safety compliance plans, etc.
- Inspect a variety of public works projects, such as roadway paving, sidewalks, driveways, sewer facilities, underground infrastructure, hydrants, curbs, and gutters, retaining walls, earthwork, street excavation and patchwork, streetlights, traffic signals, stormwater systems, buildings, and other facilities.
- Inspect materials used, including, but not limited to, reinforcing materials and the mix, slump and placement of concrete, asphalt concrete, soils, landscape materials, metals, wood, electrical and building materials.
- Use equipment such as measuring rods, tapes, asphalt paving level, and calculators to determine distance, location, dimension, depth, and grade and calculate volume; take samples of materials for testing and analyze test results.
- Prepare survey and layout for construction, maintain records, reports, as-built plans.

- Prepare progress reports and change orders; recommend progress payments and maintain daily diary, field records including sketches, photographs, drafting and narrative notes; and process the necessary documents.
- Conduct construction meeting with contractors, public agencies, utilities, the public; answer citizen inquiries and perform public outreach, as necessary.
- Recommend field changes and negotiate contract change orders as applicable.
- Prepare review and process progress payments.
- Monitor contractor safety practices and make on-site accident investigations and reports.
- Ensures compliance with any federal, state, or local grant funding requirements; prepares reports and invoices for reimbursement.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL FUNCTIONS:

Knowledge of:

- Public works construction methods, materials, practices, specifications, and equipment.
- Local, State and Federal design and construction contract codes, standards, and specifications.
- Basic surveying principles, practices and construction staking.
- Applicable state and local laws, ordinances, regulations, codes, and standards.
- Safe work practices and regulations pertaining to the work.
- Methods and techniques of materials testing.
- Field engineering practices and basic design criteria for public works projects.
- Computer applications related to public works inspection work.
- Best practices of personnel management.

Ability to:

- Supervise consultants and personnel.
- Perform skilled inspections of varied public works projects.
- Read and interpret drawings, plans, and contract specifications.
- Maintain clear, accurate, and concise records and field sketches.
- Interpret and enforce a variety of codes, ordinances, and special requirements.
- Exercise sound independent judgment within policies and procedural guidelines.
- Write clear, accurate, and concise technical reports and correspondence.
- Make accurate mathematical calculations related to inspection, including volumes and material quantities.
- Communicate effectively in person, verbally, and in writing.
- Listen attentively and conduct negotiations in a persuasive manner.
- Establish and maintain effective working relationships.
- Handle conflict effectively.

EDUCATION AND EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills, and abilities. A typical way to obtain these would be:

Experience: Seven (7) years of experience performing construction management, inspection, engineering field work, surveying or materials testing on public capital improvement projects, development of right of way improvements and/or encroachment permit work.

Education: Equivalent to a high school diploma. A Bachelor's degree in civil or structural engineering, construction management, architecture, or a related field from an accredited college or university may be substituted for four (4) years of required experience.

Certifications Preferred:

- QSP/QSD – Qualified SWPP Practitioner and/or Qualified SWPP Developer
- Registration as a California Professional Engineer

License Required:

- Possession of a valid California Class C driver's license and satisfactory driving record required as a condition of employment.

PHYSICAL DEMANDS:

The physical demands described here 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 an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. The employee is occasionally required to stoop, kneel, or crouch. May involve difficult work positions for brief periods. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Constant alertness and good safety work habits are required and necessary to prevent bodily injury.

OTHER:

FLSA Status:	Exempt
Bargaining Unit:	N/A
Approved by:	City Manager Al Piombo
Date:	April 15, 2021