



*This is a temporary, term-limited full-time position. The initial term will be for 1-year, with a likelihood that it may be extended for an additional year. The incumbent will also provide services, within the scope of the job classification, to the City of Larkspur through a shared-services agreement.*

## SALARY

**\$7,627 - \$10,224 / Month DOE**

## ABOUT THE POSITION:

Under direction of the Director of Public Works, or designee, the **Construction Manager** plays a vital role in moving capital improvement, maintenance, right of way encroachment, and other public works projects forward through management and supervision of construction activities from planning stages to final closeout. Examples of duties and assignments include:

- Oversee and review assigned projects from inception to completion.
- 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, earthwork, streetlights, stormwater systems, and other facilities.
- Prepare progress reports and change orders; recommend field changes and negotiate contract change orders as applicable.
- Conduct construction meeting with contractors, public agencies, utilities, the general public; answer citizen inquiries and perform public outreach as necessary.

## IDEAL CANDIDATE:

The ideal candidate will have a minimum of 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. A high school diploma (or equivalent) is required and a bachelor's degree in a relevant field may be substituted for four (4) years of required experience. Desired certifications include Qualified SWPP Practitioner and/or Qualified SWPP Developer and/or registration as a California Professional Engineer.

*The City of Mill Valley is an Equal Opportunity Employer.*

## BENEFITS:

The City of Mill Valley is pleased to offer a generous comprehensive benefits package that includes health and dental insurance coverages, generous paid leave, CalPERS retirement, Retirement Health Savings Account (1% mandatory employee contribution), life insurance, Long-Term Disability insurance, free/discounted use of City recreational facilities and programs, and more.



## ABOUT MILL VALLEY:

The City of Mill Valley is 10 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full-service city it is today. Our population's approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents.

The City of Mill Valley has a staff of almost 150 regular employees. The annual operating budget is approximately \$41 million.

## APPLICATION INSTRUCTIONS:

1. To apply, please visit [www.CalOpps.org](http://www.CalOpps.org).
2. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

**Application deadline is Wednesday, May 19, 2021.**

## FOR QUESTIONS PLEASE CONTACT:

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