



CONSTRUCTION MANAGER – DECM

Department: **DECM** FLSA Status: **Exempt**
Division: **Construction Management** Revised Date: **June 2012**

GENERAL PURPOSE: Under general direction of the Director of Construction Management, manages, supervises, and coordinates the activities and operations of the assigned construction and construction management consultant and / or other professional services contracts and third party agreements of assigned Sound Transit projects; responsible to deliver assignments within the applicable scope, schedule, and budget; prepares and reports status of project, costs, and schedule; identifies and resolves issues that may impact other areas of work; ensures quality and safety of work; coordinates assigned activities with others; and provides administrative support to the applicable Project Director or Principal Construction Manager, and the Director of Construction Management.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Leads, coordinates, schedules, assigns, and inspects the work activities of staff, consultants, and contractors for assigned projects.
- Manages, supervises, and coordinates assigned construction and construction management consultant (CMC) contracts.
- Manages construction and construction management budgets for assigned contracts; monitors cost and cash flow and administers contingency funds; ensures each contract is completed within the scope, schedule, and budget.
- Assists program consultants and contractors in the administration and implementation of projects / contracts and / or project / program phases such as design, permitting, procurement, and construction.
- When assigned, serves as the liaison for the Construction Management Division with other programs, divisions, Departments/Offices, and outside agencies; under the direction of the Director of Construction Management attempts to negotiate and resolve sensitive and controversial issues.
- Assists in the development of the assigned program's/project's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; ensures that project expenditures and cost estimates are adequately documented and monitored to their completion; reviews and approves expenditures; and implements adjustments.
- Provides support to the Director and others on matters as requested; serves as staff on a variety of committees as assigned; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate; ensures processes, policies and practices are interpreted and

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applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Agency policies and procedures, rules and regulations.

- Reviews and provides comments related to constructability and bidability for all construction documents, plans and specifications, technical memoranda, design/construction plans, and other project related materials for assigned area of responsibility. Gains a full understanding of the work and the documents, identifies conflicts, errors, and missing information related to the construction of the project.
- Reviews submittals, requests for information, and field clarifications; and verifies quality control to ensure compliance and accountability with the Contract Documents and all current and applicable local, state and federal codes, laws, rules and regulations, and Agency policies and procedures,. Ensures appropriate routing and approvals of contractor-submitted materials.
- Reviews the work sequences, interfaces and time durations in schedules to identify potential conflicts, and to ensure that work is efficiently planned and executed. Provides suggestions on how to expedite work to meet schedule requirements and tracks schedule delays and reasons for delays.
- Reviews pay applications, change orders, and provisional sum allocations for entitlement, completeness, accuracy, and adherence to contract requirements; works with project staff to issue clarifications on contract documents and ST requirements; negotiates change order costs; performs or obtains independent cost estimates for changed work; writes change orders and correspondence to contractors.
- Ensures contract compliance to technical plans and specifications; and reviews documentation and files for accuracy and completeness, including daily reports and construction logs. Oversees the CMC and assures implementation of the contractor's and CMC's Quality Plan and assures that special inspections and tests are performed in accordance with all code and specification requirements.
- Works with the CMC and contractors to expedite problem solving and avoid delays in the work.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable local, state and federal laws, as well as Agency policies and procedures.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelors Degree in civil engineering, construction management, or closely related field and eight years of construction management experience that includes field construction, contract administration, estimating, negotiations and project and design management, including two years of supervisory, budgetary, and management responsibility, in a transit/transportation related environment, preferably in heavy civil, transit, buildings, and underground structures.

Licenses or Certifications:

Possession of valid Washington State Driver's License is required.

Possession of a current: registration as a Professional Civil Engineer issued by the State of Washington, certification as a Certified Construction Manager issued by the Construction Management Certification Institute, or certification as a Project Management Professional by the Project Management Institute, is desirable.

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Required Knowledge of and Skills in:

- Professional and technical expertise in the business / industry principles and practices of project management, civil engineering and construction management, including but not limited to.
 - Methods and techniques of contract / agreement negotiation and administration of construction and engineering services contracts, and third party agreements
 - Methods and techniques of developing, analyzing and managing schedules
 - Financial management including expenditure tracking, variance identification, revenue tracking
 - Preparing and analyzing complex data and comprehensive reports.
 - Governmental budget preparation and administration.
 - Establishing and maintaining effective working relationships with other department staff, management, vendors, outside agencies, community groups and the general public.
 - Business letter writing and basic report preparation including proper English usage, spelling, grammar, and punctuation.
 - Understanding contract documents including production, strategies, purpose and layout and content of specific sections.
- Understanding construction materials, equipment, means and methods, safety, temporary construction structures, and risks in construction associated with materials, equipment and, means and methods.
- Knowledge and understanding of pertinent federal, state, and local laws, regulations, ordinances and codes as they apply to transit operations.
- Conceptualizing, influencing, developing, and administering goals, objectives, guidelines, policies and procedures for the Division/Department.
- Complaint resolution and problem solving.
- Principles of supervision, training, and performance evaluation.
- Techniques to work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, statistical databases, scheduling and contract management programs.

SUPPLEMENTAL INFORMATION:

Physical Demands / Work Environment:

- Work is performed primarily on a construction site with time split between working in the field and in a field office.
- May occasionally be exposed to dangerous machinery, extreme weather conditions, physical harm, and extreme noise when conducting site visits and when working in the field
- Subject to standing, walking, climbing stairs, bending, reaching, stooping, and lifting of objects up to 50 pounds.

The Agency promotes a safe and healthy work environment and provides appropriate safety and equipment training for all personnel as required.

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It is the responsibility of all employees to follow the Agency safety rules, regulations, and procedures pertaining to their assigned duties and responsibilities, which could include systems, operations, and/or other employees.