

## **JOB DESCRIPTION**

<b>Position:</b>	<b>CONSTRUCTION MANAGER</b>
<b>Salary Range:</b>	\$90,000 - \$130,000/annually
<b>Reports to:</b>	Chief Executive Officer
<b>Classification:</b>	Salary, Exempt
<b>Date Created:</b>	June 26, 2024

### **POSITION DESCRIPTION**

Under general direction by the Chief Executive Officer, the Construction Manager coordinates and supervises capital improvement projects from the initial planning stages through to project completion. This individual will have responsibility to oversee all aspects of each project including, but not limited to, scheduling, budgeting, quality, safety, compliance, code enforcement and contract adherence. Projects will include new construction and remodel work consistent with District objectives.

### **Essential Functions of this Position:**

- Collaborate with architects, engineers, and other specialists; hire full-time and part-time subcontractors and laborers and coordinate their schedules.
- Visit sites regularly during construction — including bid walks, preconstruction walks, in-progress visits, punch walks, and closeouts — and attend status and coordination meetings.
- Conduct and document quality assurance and safety inspections throughout the construction process, ensuring that the work environment is acceptable, and that tools and equipment are in good working condition.
- Maintain and update SOW and preconstruction documents and meet contract obligations by developing relationships with reliable contractors and vendors.
- Respond efficiently and effectively to work delays, emergencies, and other project disruptions.
- Create request-for-proposals, formal bid documents, schedules, and milestones, and prepare budget estimates.
- Direct and control the project to ensure it's completed on time, within budget, and meets specifications.
- Monitor progress against the established schedule.
- Prepare contracts and negotiate changes with clients, suppliers, subcontractors, and others.
- Develop Master Services Agreements with the assistance of legal counsel.
- Develop and implement quality control programs to maintain standards.
- Participate in District Board meetings and construction meetings as required.
- Communicate with executives and/or the board to keep the project aligned with expectations.
- Review, prepare and recommend approval of progress payments to contractors.
- Prepare contingency plans to manage unplanned changes to the project's timeline or scope.
- Ensure the safety of the construction site.
- Represent the District, as directed, in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.
- As required, make oral presentations and represent the department before legal groups, committees, organizations and agencies to explain District programs, policies and procedures.
- Coordinate and attend weekly meetings with project team to verify the project schedules and review change orders.

- Oversee and track all requests for information (RFIs), change orders, product submittals and all correspondence related to each project.
- Direct the execution of all necessary permits and licenses.

Essential job duties related to this job classification that are not listed above may be assigned during the term of employment on an ongoing or as-needed basis. Reasonable accommodations will be made when requested and determined by the District to be appropriate under applicable law. The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

### **QUALIFICATIONS**

Qualified applicants will be able to demonstrate the training, experience, and special skills equivalent to the following:

#### **Knowledge of:**

- Research methods and techniques, and methods of report preparation.
- Principles and practices in administration including organizational patterns and analysis, fiscal and personnel management.
- Principles and practices of contract administration and evaluation.
- Managerial accounting principles sufficient to develop project budgets, examine and analyze expenses and fiscal documents, and to review and develop audit trails.
- Statistical data collection and analysis techniques.
- Presentation methods, techniques, materials and media.

#### **Skills/Ability to:**

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate modern office equipment including computer equipment and specialized electronic equipment.
- Plan, coordinate and direct programs and grants in a County department or division.
- Work independently and manage multi-function responsibilities.
- Research, compile and analyze information, make decisions, and prepare appropriate alternatives and recommendations.
- Communicate and establish effective working relationships with groups, agencies, officials, departments, boards, and internal staff, both orally and in writing.
- Gather, analyze, and organize data in arriving at recommendations or in taking an effective course of action.
- Establish goals and objectives, and implement plans to meet those objectives.
- Read, interpret and apply complex technical regulations, funding documents, financial reports, legislation and federal, state and local laws.
- Prepare clear, concise reports and correspondence using correct grammar, punctuation and spelling.
- Make recommendations and develop new programs or implement changes in current programs.
- Prepare, monitor and evaluate budgets.
- Effectively conduct meetings and make presentations to various groups.

- Compile results of research to extrapolate costs such as expenditures, allocations, and to prepare budgets.
- Organize work and set priorities to complete assignments by established time frames.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain various records, statistics and data bases.

## **REQUIREMENTS**

To apply for this position, an applicant must meet the following requirements:

### **Education.**

Equivalent to graduation from an accredited college or university with major course work in business administration, public administration, construction management, communications, marketing, community development, planning, or closely related field.

### **Experience.**

Three (3) years of progressively responsible staff experience in project management or administration, personnel or organizational management, community development, fiscal or budget analysis, preferably with a local government agency.

Participation in healthcare related projects: Working with OSHPD/HCAI and similar regulatory agencies in a project management or construction management capacity. Working within an acute care hospital facility or licensed clinical facility in a project management or construction management capacity. Working and collaborating with OSHPD/HCAI Inspectors of Record (IORs) during the course of construction

### **License or Certificate.**

Possession or, or ability to obtain an appropriate, valid Class C California driver's license.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions; inspect work sites including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points.

## **ENVIRONMENTAL DEMANDS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**APPLICANT ACKNOWLEDGMENT**

I acknowledge that I have read and understand this job description and that I am qualified for the position and able to perform the essential job functions with or without an accommodation.

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Applicant Signature

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Applicant Name (print)

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Date