
Resolution: 020926-F

Job Title: Construction Services Manager

Department/Division: Water Division

Reports To: Operations Manager

Direct Reports: Construction Services Specialist, Construction Services Specialist II, Facilities Maintenance Technician, and Construction Services Crew Leader.

Salary Class/Salary Grade: Classified/Grade 23

Employment Status/FLSA: Full-time Regular/Exempt

GENERAL DESCRIPTION:

This position is responsible for the permitting, design, construction administration, and maintenance of water assets, programs, and facilities maintenance and is responsible for providing technical support and oversight to the Alabaster Water.

ESSENTIAL JOB DUTIES:

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

- The work consists of varied engineering and project management duties in support of day to day operations, water system master planning and construction projects
- Determines the most suitable, economical and appropriate routes for water infrastructure expansions or relocations to meet the current and future need of the Board while considering design aspects of infrastructure, environmental impacts and service areas
- Uses geographic information system (GIS), global positioning system (GPS), surveying equipment, computer aided design (CAD) software, and other engineering tools to complete engineering evaluations, to evaluate data, to prepare reports, to evaluate water system needs and to prepare water construction plans
- Assists with the utility asset mapping program, manages water asset data, works with Board staff to collect GPS data and to update system mapping

- Coordinates with property owners to negotiate easement agreements for water related projects and coordinates with City, County and State government representatives and other utility providers to obtain necessary permits and authorization
- Assist with the coordination and managing the work of engineering consultants hired by the Board
- Identifies and evaluates necessary capital improvement projects
- Prepares and coordinates project plans and specifications, advertisements and bid schedules for expansion and rehabilitation projects
- Prepares cost estimates and assists the General Manager in budgeting and updating the capital improvement plan
- Assist in preparation and administration of annual operation and capital budget
- Manages the Backflow Protection Program and serves as a backflow technical resource
- Participates in public outreach and public education efforts
- Drafts policies for more efficient water system operations for review and implementation
- Assists with revisions to standard details and specifications
- Manages contractors' performance throughout project duration with onsite meetings and inspections
- Performs project management for water construction and rehabilitation projects
- Evaluates necessary field changes for construction projects and negotiates change orders with contractors
- Documents contract communication and correspondence, maintains organized records, field notes, photographs and inspection reports
- Documents and approves monthly partial payment requests
- Works with the General Manager, Operations Manager and Water Operators to monitor Board compliance with regulations regarding the treatment and distribution of water
- Coordinates the review of proposed residential and commercial projects with respect to Board requirements, attends project review meetings with the City and interested parties and provides written review comments and direction regarding Board policies and standards
- Manages the Damage Prevention program for compliance with applicable State law for both the Board and outside contractors.
- Assists with the Board's safety program through review and revisions to Safety Manual and coordinating monthly safety meetings.
- Regular & predictable attendance is a required essential function of the position based on department established work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of ADEM and EPA regulations
- Knowledge of civil engineering topics, including surveying, construction management, hydraulics and water treatment
- Knowledge of surveying, surveying equipment and the reading of field survey data
- Knowledge of construction standard and Board standards
- Knowledge of construction methods and practices
- Knowledge of national, regional and local design standards for water infrastructure
- Knowledge of water distribution system management principles and practices
- Knowledge of modern office procedures and methods
- Skill in supervision of assigned tasks and the management of contractors
- Skill in developing and maintaining appropriate professional relationships thorough excellent internal

- and external customer service to staff, rate payers, citizens, contractors, engineers and developers
- Skill in gathering and performing data analyses for budgeting and inventory control
- Skill in the operation of computers and job related software programs including but limited to ArcView, ArcMap and related GIS tools, CAD, asset management software, Microsoft Office products, and other engineering design tools
- Skill in reading maps and construction plans
- Skill in organizing and prioritizing work assignments
- Ability to communicate through excellent oral and written communication
- Ability to work cooperatively with others and work independently with guidance and support from the Operations Manager and General Manager

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in Construction Management, Civil, Environmental, or Biosystems Engineering, or other closely related degree, with specific coursework related to surveying, construction management principles, hydraulics, or water treatment.
- Sufficient knowledge related to construction principles and practices of water distribution systems and construction project management.
- Possess a minimum Grade 2 Water Operator certification with the Alabama Department of Environmental Management.
- Certifications in Stormwater Management Inspections and/or Floodplain Management preferred
- Consulting engineering, water utility, and GIS experience preferred
- Valid driver license required

The work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, digging, climbing in and out of trenches, or similar activities; recurring lifting of moderately heavy items such as 50-pound couplings, chop saws, and other large power tools. Work is completed outside in all safe weather elements.

This position requires lifting: Up to 50 pounds

This position has the following special vision requirements: Ability to read information both in print and electronically.

ENVIRONMENTAL WORKING CONDITIONS: The following physical conditions and hazards may be encountered while working in this position: weather, uneven surfaces

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the

duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date