

# CONSTRUCTION PROJECT MANAGER

## POSITION SUMMARY

This position is responsible for project execution and performing a variety of construction engineering tasks. Responsible for all construction work in the City of Dickinson Right-of-Way. Work is performed under the managerial direction of the City Engineer. Supervision is exercised over engineering technician support staff.

## RESPONSIBILITIES

### **Essential Duties:**

- Assists the City Engineer in administration and management of division activities.
- Holds the construction safety as the highest priority
- Serves as construction engineer on engineering capital improvement and new development projects; conducts field work, survey, research, preliminary and final design and constructability reviews; performs value engineering evaluations and cost estimates; determines construction quantities, manages project quality control; coordinates projects among outside agencies, property owners, other city departments and other divisions within the department; prepares reports and memos describing the project; conducts inspections of work.
- Performs inspections and maintains records on projects.
- Reviews and comments on development submittals.
- Reviews project plans prior to construction, and as-built plans submittals after construction is completed.
- Drafts memos for City Commission consideration.
- Reviews and modifies various construction standards and specifications.
- Has a strong working knowledge of construction materials and quality control requirements
- Participates in master planning of infrastructure needs for the City.
- Implements department policies and assists in determining department policies and budgetary needs.
- Answers inquiries and complaints from the public regarding City of Dickinson infrastructure.
- Provides information to and works with architects, engineers, contractors, developers and the like to ensure adherence to proper standards and codes.
- Coordinates with all Resident Project Representatives working on behalf of the City of Dickinson
- Performs other duties of a similar nature or level.

### **Knowledge, Skills and Abilities** (position requirements at entry):

- Knowledge of construction planning, sequencing, bidding, and execution.

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- Knowledge of material properties, applications, and requirements when executing construction projects.
- Knowledge of suitable computer applications such as Microsoft 365.
- Knowledge of construction standards and regulations.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.
- Ability to operate personal computers and computer aided drafting processes such as GIS.
- Ability to maintain a variety of technical records.
- Ability to communicate effectively, both orally and in writing to prepare technical construction related reports.
- Ability to establish and maintain effective working relationships with other employees, engineers and contractors and the general public.
- Ability to operate surveying equipment in the field and to maneuver on foot around construction sites, on uneven terrain

## QUALIFICATIONS

### **Education and Experience (position requirements at entry):**

- Bachelor's Degree in Engineering or Construction Management and five years of experience in a construction engineering role
- Or an equivalent combination of training and experience.
- A minimum of five years of experience in a supervisory or lead role.

### **Special Requirements:**

- Valid Driver's License
- North Dakota Safety Council Flagger Certification
- North Dakota Department of Transportation Erosion and Sediment Control Certification
- North Dakota Department of Transportation Technical Certification Program
- American Public Works Association Certified Public Infrastructure Inspector Certification

## WORKING CONDITIONS

### **Environment:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary

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Work and the worker sits most of the time, the job is rated for Light Work.

- Work conditions involve some exposure to moderate risk of accident and require following basic safety precautions.
- Requires prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Work may require routine travel

**Classification:** Grade 19

**FLSA:** Exempt

**Created and updated to new format:** 08/27/2013; 10/21/14, 06/23/2022

**Approved by CSC:** 08/30/2013; 10/22/14

**Approved by City Commission:** 9/3/2013; \_\_\_\_\_ reclassify Chief Engineering Technician-Grade 15 to Construction Project Manager-Grade 19

**Reviewed and updated by:** Engineer Kubas, HR Coordinator Nameniuk, 6/7/18, 7/29/2024 by Josh Skluzacek, HR Nameniuk