

CONSTRUCTION PROJECT MANAGER

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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.

Deleted: Responsible for the oversight and supervision of respective area and personnel within the Engineering inspection department. Reviews plans, specifications and department submittals for compliance with federal, state and city requirements. Inspects public works projects and subdivisions construction within city rights-of-way to ensure that required improvements are in compliance with approved plans and specifications. Provides responsible and complex technical support to the Engineering and Public Works Division. Coordinates development construction in City right-of-way with City's consultant for Construction Management.¶

Deleted: <#>Supervise Engineering Department Technicians, including assigning and reviewing work, training, completing performance evaluations, and making recommendations regarding hiring, terminating, and disciplining.¶
<#>May help prepare annual budget and monitor expenditures.¶
<#>Approve and inspect excavation/grading permits on private property following approval of Storm Water Management Plan. Enforce construction permit policies and procedures.¶
<#>Monitor and enforce Storm Water Pollution Prevention Plans (SWPPPs) required by the National Pollutant Discharge Elimination System (NPDES).¶
<#>Conduct site inspection for new projects and subdivisions including dirt work, utilities, storm sewers and concrete structures and paving, sidewalks, SWPPPs and other erosion controls and franchised utility work; record general and detailed conditions by reports, photography and videography; verify compliance with proposed plans and specifications; monitor and record construction activity including testing, results of phasing and equipment and safety standards; refer discrepancies with appropriate project staff member. Work with Public Works on MS4.¶
<#>Attend and participate in a variety of project meetings including pre-bid, preconstruction Weekly Status and post construction meetings. ¶
<#>Provide and verify completion of all phases of construction paperwork including attendance, construction project call list, required permit, contact names - phone numbers, weekly reports for the City Engineer.¶
<#>Review residential and commercial building site plans and specifications for planned work within City right-of-way.¶
<#>Answer questions regarding, city ordinance compliance, and citizens' complaints; ¶
<#>Establish and maintain working contact with project staff and contractors regarding project progress and changes including testing, engineering, planning and established parameters; participate in the collection of various utility information including current and proposed locations.¶
<#>Prepare, review and update a variety of reports including daily project reports, monthly pay estimates and project status reports.¶ ...

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<#>Knowledge of and ability to read and interpret engineering standards, specifications and construction best practices;¶
<#>Knowledge of city ordinances; building codes; contractor licenses; and regulations and guidelines prepared by the federal, state and city entities.¶ ...

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

Deleted: Judgment/Decision Making:¶
<#>Develops objectives, policies and procedures within the general scope of the department goals and plans.¶
<#>Exercise independent judgment in normal day-to-day operations. Solve complex issues under the direction of supervisor.¶
<#>Strategic issues are referred to supervisor.¶
<#>Decisions must be accurate to ensure safety of employees and the public.¶

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.

Deleted: RELATIONSHIPS¶
Leadership/Supervisory Responsibilities:¶
<#>Supervise Engineering Department Technicians.¶
<#>Manages consultant engineers and contractors contracted with the City.¶
<#>Organizes and supervises the work activities of staff.¶
<#>Makes recommendations for personnel issues such as hiring, training, performance reviews, and discipline.¶

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

Relation to Others:¶
<#>Regular contact with others including the general public, consultant engineers, private utility representatives, materials testing labs, contractors and staff. Contact usually involves discussion related to interpretation of Engineering policies and/or programs.¶
<#>May handle sensitive and/or complex information as supervisor allows.¶
<#>Assess and diffuse problem situations and requires influencing others to reach consensus. Explores alternative and creative solutions to meeting the needs of customers.¶
<#>Communication is generally one-on-one and may include an occasional small group meeting. ¶

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

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Deleted: <#>High school diploma, or its equivalent. Associates degree in Engineering Technology or equivalent preferred. Technical trade certificate in a trade that relates to utilities; at least two years of college in pursuit of a degree required.¶
<#>Five years increasingly responsible experience in engineering, public works or other technical field including experience in technical design, construction engineering or technical inspections or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Minimum of two years documented experience in a supervisory or lead role.¶

Deleted: (within one year unless specified):

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Deleted: <#>NDDOT Asphalt Pavement Inspection Certification¶
<#>NDDOT Aggregate and Asphalt Mix Testing Certification¶
<#>APWA Certified Public Infrastructure Inspector Certification¶

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of arm and/or leg controls requires exertion of forces greater than that for Sedentary 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

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

Approved by City Commission: 9/3/2013

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

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Deleted: Working conditions involve frequent exposure to moderate risk of accident and required following basic safety precautions; frequent exposure to unpleasant elements such as loud noises, dirt, extreme temperatures, chemicals, fumes, gases, dust, smoke, etc.. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Movement may be restrained or confined. Work may require routine travel.¶
<#>Hazards or the risk of injury are generally protected against and predictable.¶
<#>Incumbent may be required to be on call, work overtime or on weekends.¶
<#>Will be expected to lift up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly.¶

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