



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Construction Division Manager

Department: Engineering

Pay Grade: 21

FLSA Status: Exempt

JOB SUMMARY

Responsible for performing technical work, inspections, and providing contract administration for multiple concurrent construction projects for the City and water/sewer infrastructure associated with development projects throughout the service area.

The employee exercises considerable independent judgment in the administration of construction and major maintenance projects extending from project initiation through to project completion and warranty walk through. Responsibilities include construction and maintenance related projects, tasks, and reports. Serves as construction manager for City infrastructure project as assigned. Coordinates construction inspection of water, sewer, sidewalk, roads and structures, streetscapes, stormwater, greenways and other infrastructure projects to enforce local, state and Federal laws, ordinances, specifications, and standards. Work also includes reviewing and approving plans, specifications, details and shop drawings for conformance to technical specifications and standard details. Work also involves corresponding and/or meeting with engineers, regulators, utilities and contractors to review specifications construction drawings, oversight of division budget needs and expenditures; plan and execution of inspector training and certifications; development, training, and execution of safety strategies; oversight of organization of data; oversight of daily inspector scheduling; scheduling of vehicle maintenance; conducting progress meetings for internal and private projects; support staff in determining solutions for problems that arise on projects. Work is performed under the general supervision of the City Engineer and is evaluated based on conferences, review of completed work, and observation of demonstrated skills.

ESSENTIAL JOB FUNCTIONS

- Manages the daily and long-term activities of the Construction Inspection Division.

- Inspects various construction projects; tracks progress, work completed and materials; ensures contract compliance and coordinates material field tests as required; monitors jobsite safety; coordinates with contractors, engineers, developers, and citizens.
- Evaluates, develops, modifies, and implements the processes necessary to ensure the most efficient application of quality assurance efforts by the Construction Inspection Division regarding public, private development, and NCDOT projects.
- Ensures Construction Inspection Division staff have the materials, training, and equipment needed to perform their job in a safe and professional manner.
- Documents projects; maintains field reports and photo documentation; handles materials received; receives and reviews as-built drawings; reviews plans and specifications with engineers, inspectors, and contractors to help resolve issues/conflicts and make definitive recommendations together with alternate courses of action where construction problems arise.
- Performs contract administration; reviews plans and specifications; assists in writing contracts; processes pay applications, change orders and closeouts; tracks project scheduling; attends pre-bid meetings, bid opening, preconstruction meetings and progress meetings.
- Assists with departmental administrative tasks; writes and amends specifications; applies for permits and DOT encroachments; assists with field surveys; contacts property owners.
- Works with internal staff and external parties to respond to citizen inquiries, concerns, and complaints; helps develop and update construction standards and policies for use on public and private infrastructure projects.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Construction Management, Engineering, Construction Engineering Technology, or related area; and five (5) years of experience in construction project oversight or management; or an equivalent combination of education and experience directly related to utility, roadway, or public works construction or design.

Special Qualifications:

- Possession of a valid driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

Knowledge, Skills and Abilities:

- Knowledge of construction management methods and processes.
- Knowledge of water and sewer line, street, sidewalk, and storm drainage construction techniques, processes and materials, and the ability to determine whether design specifications are being met.
- Knowledge of engineering specifications and standards relating to water and sewer line, street, and storm drainage construction.
- Knowledge of surveying equipment and tools, drafting, GPS, and office work.

- Ability to inspect and observe material and construction testing procedures and to interpret the results.
- Ability to read and interpret laws, ordinances, plans, specifications, and blueprints and to compare them with various aspects of construction in progress.
- Ability to establish and maintain effective working relationships with associates, the general public, other agencies, contractors, engineering consultants and public officials.
- Ability to operate surveying and drafting equipment as well as read and interpret blueprints.
- Ability to detect errors and maintain effective working relationships with contractors, developers, construction workers, the general public, and other employees; ability to exercise tact and firmness in the enforcement of requirements and successful conflict resolution strategies.
- Ability to plan and organize own work and maintain the necessary records and reports.

PHYSICAL DEMANDS

Work in this classification is defined as medium work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Work requires balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pulling, lifting, fingering, grasping and feeling. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required to prepare and analyze written or computer data, determine the accuracy and thoroughness of work, operate motor vehicles and observe general surroundings and activities.

WORK ENVIRONMENT

Work is performed primarily in an environmentally controlled office environment but requires exposure to outside environmental conditions including extreme heat, cold and noise requiring employee to shout in order to be heard above the ambient noise level; workplace hazards which may include proximity to moving mechanical parts, moving vehicles and atmospheric conditions that may affect the respiratory system including fumes, odors, dust, mists and gases.

The City of Hendersonville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.