



## *City of Madison*

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### Job Description

Title Construction Project Manager Department Engineering

Exempt/Nonexempt N Pay Grade 11 Reports to City Engineer

New Position X Position Change    Effective Date November 28, 2022

Subordinate Staff None

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

#### **General Position Summary:**

This is an advanced professional performing administrative and in-field work with project management responsibilities for City improvements. The incumbent is responsible for City Capital Improvement Projects (CIP).

- Administration of Construction Projects
- Inspection Responsibilities for Public Improvement and Private Development Projects.

#### **Essential Functions/Major Responsibilities:**

- Provides overall direction, administration, and coordination of construction projects through consultants and contractors.
- Performs Engineering Inspector Duties.
- Ensures success in the monitoring of the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex city structures and related projects.
- Develops, maintains, and distributes written project status reports, utilizing Project Management and spreadsheet software.
- Exercises considerable independent judgment in the application of the principles and practices of construction and administration of a variety of construction projects.
- Assignments usually are received in the form of broad instructions or general program objectives.
- Participates in the negotiation of development contracts with private developers, contractors, and design professionals.

- Meets with community representatives and developers to review proposed projects and construction activities.
- Demonstrates continuous effort to improve operations, decrease project turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless service.
- Develops and maintain contractual relationships with subcontractors who work on City projects.

**Secondary Functions:**

- Attends meetings of the City Council, and other reviewing authorities when requested.

**Job Scope:**

- Performs duties with little direction given, operating from established directions and instructions. Performs duties under the direction of the City Engineer.
- Sets own priorities based on knowledge of job and CIP projects.
- Performs functions with some direction from the department head.
- Exercises initiative in identifying needs of the City and implementing economical and effective solutions.
- Accountable for construction project scheduling and may be asked to provide input for the Department's annual budget and planning process.

**Supervisory Responsibility:**

- Non-supervisory, but may provide leadership to construction, inspection, maintenance, or related clerical operations.

**Interpersonal Contacts:**

- Council and Other City Officials: Ability to provide frequent, complex communications concerning the status of various projects.
- Leadership of Engineering Inspectors.
- Contractors: Frequent, inspects work, frequent and complex communications concerning requirements, contracts, and budget.
- Department Heads: Frequent, complex interactions concerning the overall project status and its relationship to overall goals and function

**Specific Job Skills:**

- Thorough knowledge of the principles and practices of design and construction management as applied to the construction and maintenance of CIP and City facilities in the area of specialization.
- Thorough knowledge of established policies, procedures, and regulations.
- Knowledge of accounting principles relative to budget and costing adherence.
- Thorough knowledge of the principles of management, public and business administration, and their application to the administration of government activities.
- Ability to interpret standards and regulations and enforce compliance with construction designs and schedules.
- Ability to analyze bids and make recommendations for award of contracts.
- Ability to conduct meetings with consultants, contractors and representatives of other agencies.

- Ability to establish and maintain effective working relationships with consultants, contractors, supervisors, and department/division officials.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Skill in the use of a personal computer and related software for report preparation.
- Ability to conduct field inspections of new and remodeled structures to determine if projects are being constructed on time, within budget, and according to plan.
- Strong project management, planning, organization and prioritization skills required.
- Ability to use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, other visual aids, and electronic project management applications.

**Education and/or Experience:**

**Must Have at least one of the following:**

- B.S. degree in Building Science, Architecture, Civil Engineering, or a related field, with four (4) years of related experience, OR
- Ten (10) years of construction/engineering experience or closely related experience.

**Job Conditions:**

- Position splits time in office and in field.
- May require flexibility to work additional hours when needed to complete projects and assignments.
- Position requires ability to attend occasional evening meetings.
- Field work often done in rain and other inclement weather.
- Fieldwork may be done at job sites with dangerous conditions such as incomplete structures, paint and other chemicals on-site, electric tools in use, noise, etc.
- Must maintain a strong driving record to drive independently, and record may be periodically checked by the City.
- Strong background record required, due to access to city property and information and interaction with public.

**Physical Capabilities:**

- Ability to drive a four-wheel vehicle off road and walk on unpaved, unstable surfaces typical of construction sites.
- Ability to be mobile in order to access construction projects at various sites for inspection.
- Ability to communicate verbally with public.
- Ability to stand/sit for extended periods of time.
- Ability to work on computer for extended periods of time.

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Mayor Approval, Date

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Department Head Approval, Date