CONSTRUCTION PROJECT MANAGER

**Department: Facilities Location: Administrative Office/Field**

**Grade: Grade 15 Date: July 2023**

**DEFINITION:**

Administrative and professional work in organizing, managing, overseeing, and coordinating complex projects including evaluating, designing, permitting, and constructing capital improvement projects.

Administrative and professional work in oversight of the Property Management Programs.

**DISTINGUISHING CHARACTERISTICS:**

Responsible for managing and administering numerous projects and all phases of construction projects including bidding, bid evaluation, contracting, construction oversight, review of drawings, scheduling, and approval of payment requests, and ensuring that projects are completed on time and within budget.

Responsible for hiring and managing design and permitting consultants for miscellaneous projects and for in-house design & permitting of various minor projects and improvements

Undertakes and completes studies, certification applications, and evaluations concerning existing or potential solid waste management projects.

Undertakes and completes field inspections related to permit compliance for specific projects and issues reports to regulatory agencies to document compliance.

**SUPERVISORY CHARACTERISTICS:**

Works under the administrative direction of the Associate Director of Operations.

Will often be self-managed.

Supervises and administers contracts of engineers, contractors, consultants, equipment suppliers and manufacturers.

**EXAMPLES OF WORK PERFORMED:**

Responsible for in-house design & permitting of various minor projects and improvements.

Supervises construction projects completed with District labor forces and equipment.

Develops budgets and construction estimates and prepares documentation and reports for assigned projects.

Responsible for all aspects of bid process including developing, reviewing, interpreting, analyzing, issuing, and administering Requests for Bids, Proposals and Qualifications for various projects and ensuring that projects are on schedule and within budget.

Prepares construction cost analysis and estimates of probable total project costs.

Responsible for the bids related to the procurement of operations specific equipment, rolling stock, and materials.

Prepares construction drawings, technical specifications, and bid and contract documents.

Recommends change orders and design changes to the Associate Director of Operations for final approval.

Has access to confidential information including bid proposals.

Must adhere to District safety programs and policies and serve on the Safety Committee

Attends meetings, makes presentations, meets with other District staff, contractors, developers, outside agencies, citizens, and other members of the community as assigned.

Makes contacts, where occasionally time is spent negotiating and/or influencing environmental organizations; local, state, and federal agencies and officials; regional organizations and the general public.

Mix of office and on-site field work will be required.

Errors could severely impact the operation of departments and could have significant legal or financial repercussions for CSWD including confusion and delay, and a decreased level of services.

Other duties as assigned.

**ESSENTIAL DUTIES:**

Ability to independently evaluate problems, research potential solutions, evaluate alternative solutions, recommend solutions, and develop and implement selected solutions.

Ability to communicate with individuals of varying backgrounds such as contractors, engineers, and regulatory officials.

Ability to resolve complaints utilizing diplomacy, discretion, persuasiveness, and resourcefulness.

Ability to manage and keep track of multiple projects.

Ability to function under pressure and meet deadlines while maintaining a professional and helpful attitude.

**WORKING CONDITIONS:**

Occasional undesirable working conditions. During certain times work may involve frequent performance of duties out-of-doors with occasional exposure to unpleasant weather elements in industrial settings.

Duties may require frequent moderate physical effort or walking or standing all of the time.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Computer literacy including Microsoft Office Suite, accounting, database, and AutoCAD software; blueprint, plan, and construction document reading and interpretation; and project planning and scheduling.

Thorough knowledge of construction management techniques; contract management and administration; implementation and administration of QA/QC programs and solid waste management engineering.

Familiarity with local, regional, state, and federal regulations and regulatory processes pertaining to solid waste.

Requires the ability to coordinate, manage, and correlate data.

Requires the ability to apply principles of logical reasoning to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for problem solving.

Ability to support the District mission to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective, and economical manner.

Demonstrates District values to work safely, encourage innovation, support & inspire, communicate openly & effectively, be transparent with activities and policies, demonstrate integrity, deliver results, and be respectful.

**RECOMMENDED QUALIFICATIONS:**

Bachelor’s degree in Construction Management, Civil Engineering, or related field from an accredited institution; minimum five years of experience associated with design, permitting and construction projects, and familiarity with the field of Solid Waste; or any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the duties and responsibilities described.

**EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have received this job description; understand the job for which I am assigned and am capable of performing all of the essential functions of this job with or without reasonable accommodations.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_