



Title: Design and Construction Division Manager

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage capital projects within the department, and to manage and supervise construction project coordinators and administrative staff. This is accomplished by developing schedules, working with consultants, construction professionals, contractors, vendors and staff, identifying ongoing needs, monitoring and enforcing construction standards, participating in the solicitation and proposal process, managing internal teams, and completing studies and related budgets. Other duties include acting as technical resource, participating in capital programs, managing special projects, developing design and construction standards, and acting as department liaison.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages construction for the city by meeting with staff, contractors and architects, preparing scope documents and estimates, participating in the procurement process, tracking costs and performance, coordinating inspections, enforcing policies, procedures and legal issues, awarding and monitoring contracts, and completing schedules in a timely manner.
2	L	Supports division activities by meeting with operational staff, determining operational needs and resources, developing and monitoring projects, assisting with review and design, identifying opportunities for improvements, conducting technical reviews, and documenting work processes.
3	L	Manages contracts by developing standards, preparing bid specifications, participating on award committees, evaluating designs, approving expenditures and changes, resolving conflicts, and tracking costs.
4	L	Serves customers by responding to inquiries and requests, working with departments and outside agencies, researching information, updating websites, and attending meetings.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over five years up to and including seven years experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or division within a department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Makes significant contribution to major financial decisions within the department. Responsible for major financial decisions within the department. Decisions may influence budget requests and departmental goals and objectives. Monitors budget plan, and adjusts work activity as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid driver's license, Architectural license, PE or Construction Manager Certification



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	X Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
--------------------------------------------------------------	----------------------------------------------------------------	------------------------------------------------------------	----------------------------------------------------------	--------------------------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, observing work site, communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files
Carrying	O	Supplies, files
Pushing/Pulling	R	File drawers
Reaching	R	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers
Crawling	R	Inside attics/pipes/ditches
Bending	R	Filing in lower drawers
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	F	Stairs, ladders, onto equipment
Balancing	R	On ladders
Vision	C	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software, measuring supplies, hand tools

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	------------------------------------------	-------------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	R
Electrical Hazards	F
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	F
Other (see 1 below)	F

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	M
Noise and Vibration	M
Wetness/Humidity	M
Physical Hazards	M

(1) Construction site hazards

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, footwear, eyewear, hard hat

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-------------------------------------------------------	---------------------------------------------------	-------------------------------------------------	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

