



Job Description



JOB DESCRIPTION: CONSTRUCTION MANAGER-CON

BENEFIT GROUP: CM

JOB CODE: XWM03

PAY GRADE: NB114

AUTHORIZED STRENGTH: 3

PAY RANGE: Min: \$59,113.60 annually
Mid: \$75,749.86 annually
Max: \$92,386.11 annually

NATURE OF WORK:

Performs professional level work involving the supervision and quality control monitoring of work and materials incorporated in the City of Orlando's Capital Improvement programs. An employee assigned to this classification is responsible for the coordination of the contractor and design engineer's interrelated activities. Work is performed under the supervision of the Division Manager and Assistant Division Manager and is reviewed during bi-weekly meetings and periodic on-site visits.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Assists project managers in the review construction of design information. Coordinates proposed changes in construction projects with design engineer, contractor and the City of Orlando. Evaluates and prepares request for changes to the project plans and specifications. Receives, reviews, and recommends approval of contractor's request for payment. Schedules, conducts and documents completion, final acceptance and inspections of projects with contractors. Conducts preconstruction conferences and progress meetings. Supervises field representatives in on-going quality control quality assurance program. Prepares contractual documents Prepares and implements claims identification and mitigation procedures. Performs other duties as needed to facilitate the accomplishment of departmental goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current Civil Engineering/Construction management concepts and practices. Knowledge of personal computer spreadsheet and word processing software. Knowledge of Construction Contract administration. Skilled in the operation of motor vehicles. Skilled in the use of a level and transit. Skilled in the surveying of construction sites. Skilled in the operation of personal computers. Ability to take accurate field measurements of installed work. Ability to thoroughly inspect construction sites, which may involve working in excessive noise, standing and walking for extended periods, bending, stooping, and working at heights or in confined areas. Ability to make visual inspections in varying types of weather and at any time of day. Ability to supervise others, which may involve reading, editing, speaking, and hearing.

MINIMUM QUALIFICATION REQUIREMENTS:

Bachelor's Degree in Engineering or Construction management. A minimum of four (4) years experience in the area of Construction/Project management; or equivalent combination of education, training, and experience. A Valid Florida Driver's License is required. Class "A" Contractor's License preferred. REVISED: 3/5/07-CF- Deleted Florida Professional Engineer's License requirement and listed Class "A" Contractor's License as preferred. Per Department's request.