

RESOLUTION NO. 2014-144

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING REVISED JOB DESCRIPTION AND
SALARY RANGE FOR THE POSITION OF
CONSTRUCTION PROJECT MANAGER

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve revised job description for the position of Construction Project Manager as attached hereto marked Exhibit A; and

BE IT FURTHER RESOLVED that the revised salary range for Construction Project Manager is hereby approved and shall be as follows:

CONSTRUCTION PROJECT MANAGER				
Step A	Step B	Step C	Step D	Step E
\$5,987.90	\$6,287.30	\$6,601.66	\$6,931.74	\$7,278.33

Dated: August 6, 2014

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I hereby certify that Resolution No. 2014-144 was passed and adopted by the Lodi City Council in a regular meeting held August 6, 2014 by the following vote:

- AYES: COUNCIL MEMBERS – Hansen, Johnson, Mounce, Nakanishi, and Mayor Katzakian
- NOES: COUNCIL MEMBERS – None
- ABSENT: COUNCIL MEMBERS – None
- ABSTAIN: COUNCIL MEMBERS – None


JENNIFER M. ROBISON
City Clerk

CONSTRUCTION PROJECT MANAGER

DEFINITION

Under general direction, plans, organizes, and supervises work in connection with location, design, construction, inspection, and maintenance of major public works projects; administers construction contracts and coordinates projects including all phases from planning to project construction; performs related duties as required.

SUPERVISION EXERCISED AND RECEIVED

This position receives general direction from the Public Works Director. It also provides technical assistance to Public Works Engineering, Facilities Services staff, and other departments. It provides supervision and direction over construction services/inspection staff and contract firms and direct supervision over assigned professional, technical and clerical personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates space needs planning and facility design to ensure City needs are met;
- May be assigned to work in the capacity of Caltrans Local Resident Engineer on complex federally funded construction projects including, but not limited to, contract management, inspection oversight, and progress payment requests;
- Oversees work of contractors for conformance with plans and specifications;
- Schedules and/or conducts complex inspections to maintain project schedules;
- Coordinates work of contractors and supervises work of Public Works staff regarding construction and inspections;
- Coordinates owner-supplied materials, equipment, and other contracts with construction;
- Reviews plans and specifications prior to bid and construction for errors and omissions, constructability and coordination, makes recommendations for revisions and improvements;
- Coordinates the receipt, transmission, tracking, and review of submittals from contractors to appropriate design consultants and/or City departments in conformance with contract requirements;
- Prepares, receives and reviews Requests for Proposals (RFP), participates in the selection of contractors, prepares Council communications and documentation pertaining to RFP;

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- Receives, transmits, tracks, drafts and reviews Requests for Information (RFI) from architect and contractor to appropriate design consultant and/or City Department for validity and cost impacts;
 - Coordinates with contractors, any requests for changes and pricing proposals and negotiates costs;
 - Develops, updates and processes specifications, bid documents and contracts to be project specific;
 - Negotiates and resolves disputes and complaints that arise from construction projects; investigates complaints and recommends corrective action as necessary to resolve complaints;
 - Responds to requests from the public, contractors, and other City personnel; Observes safety conditions on work sites and notifies appropriate parties of safety deficiencies;
 - Prepares and writes all general correspondence and Council Communications related to construction project activities; prepares special reports and studies requested by the Public Works Director;
 - Makes Council presentations related to projects under his/her responsibility;
 - Coordinates weekly project meetings with owner, contractor and architect team, also maintains and distributes minutes;
 - Assists City staff regarding the operation of new facility features for an easy transition after construction;
 - Verifies and processes contractors request for payments on construction projects;
 - Prepares project budget estimates;
 - Plans, supervises, trains, directs and evaluates the work of subordinate staff.

MINIMUM QUALIFICATIONS

Knowledge of:

- Construction drawing (blue print) and specification reading, including civil, landscaping, architectural, structural, mechanical, plumbing, and electrical;
- Construction scheduling and sequencing;
- Computer scheduling programs (Primavera, Microsoft project, etc.);
- Contract administration and applicable laws;
- Principles of management and supervision;
- Types of construction, building systems, and equipment;
- Record keeping, report writing and filing;
- Safety principles, practices and procedures;
- Basic municipal accounting and budgeting practices.

Ability To:

- Read "Critical Path Method" (CPM) construction schedules;
- Read, interpret and apply construction drawings, specifications and building code reference materials to a construction project;
- Plan, coordinate and supervise personnel, equipment, and contractors daily to ensure proper coordination of activities within various construction sites;
- Work independently with minimum direct supervision;
- Design, prepare, and review plans, specifications and engineer's estimates on Public Works projects;
- Perform calculations for determining percent of work completed, change order pricing, and other related mathematical calculations;
- Maintain work records and construction logs for accurate tracking of essential construction documents;
- Communicate clearly and concisely both orally and in writing;
- Use and operate personal computer and related software;
- Establish and maintain cooperative and effective relationships with employees, contractors, the general public, and officials of other governmental agencies;

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

Equivalent to completion of high school, supplemented by course work in public administration, engineering, construction or a related field. Associate's degree from an accredited college with major course work in civil engineering, construction technology or related field is desirable.

Experience:

Three years of increasing responsible work experience in construction or inspection and other Public Works activities, two years of which were in an administrative or supervisory capacity.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.

Working Conditions

Environmental Conditions

Exposure to safety hazards including noise, fumes or odors, dusts or gases, chemicals, toxic materials, oil, and a variety of construction and mechanical machinery.

Physical Conditions

Functions may require maintaining physical condition necessary to see well enough to read, write and make observations, operate hand tools, vehicles and equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to occasionally walk, bend, kneel, reach, stand, crouch or climb; operate assigned equipment and vehicles and perform manual labor for occasional periods; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; ability to tolerate extreme fluctuations in temperature, noise, dust, and all types of weather and temperature conditions; while performing essential functions and be able to lift equipment as necessary.

FLSA status: Exempt