

**City of San José**  
**CLASS SPECIFICATION**

**Title: Construction Manager (3774)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Varies	Exempt

**CLASS SUMMARY**

Under general direction, performs work of considerable difficulty in supervising engineering, architectural/landscape architectural, technical, and/or inspection personnel in municipal public works construction; public utility construction and location; and/or Quality Control/Assurance for all phases of projects and programs. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the fourth level class of the four level construction inspection series. Incumbents perform a variety of technical and managerial work of considerable difficulty, and supervise lower level professional and/or technical staff in the investigation, quality control, quality assurance, construction, and/or inspection of engineering projects under general direction of a Principal Engineer/Architect, Division Manager, or similar classification. Incumbents of this class normally lead employees in a section of a division. This class differs from the next lower class of Principal Construction Inspector in that incumbents of the latter perform construction inspection work of considerable difficulty, under direction, and are usually only responsible for a complete project or program.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Associate's Degree from an accredited college or university in Engineering, Science, Business, Public Administration or a related field AND eight (8) years of increasingly responsible sub-professional engineering/construction inspection work, five (5) years of which must have been in field construction inspection/project administration of which two (2) years must have been at the level comparable to Principal Construction Inspector with the City of San José.

**Acceptable Substitutions**

Option 1: Bachelor's Degree from an accredited college or university in Engineering, Architecture, Landscape Architecture, or related field AND six (6) years of increasingly responsible professional engineering, architecture, or landscape architecture experience of which two (2) years must have been at the level comparable to Associate Engineer, Associate Architect, or Associate Landscape Architect with the City of San José.

Option 2: Successful completion of high school or General Education Development (GED) Certificate and ten (10) or more years of increasingly responsible sub-professional engineering/construction inspection work, five (5) of which must have been in field construction inspection/project administration of which two (2) years must have been at the level comparable to Principal Construction Inspector with the City of San José.

Option 3: Up to four (4) years of college education may be substituted for the experience requirement on a year for year basis. There is no substitution for the five (5) years of experience in field construction inspection/project administration of which two (2) years must have been at the level comparable to Principal Construction Inspector with the City of San José.

**Required Licensing (such as driver's license, certifications, etc.)**

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Possession of a valid State of California driver's license.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
  - Knowledge of civil, hydraulic, mechanical, electrical, structural, geological, sanitary, and/or architectural engineering as they relate to public works projects.
  - Knowledge of the principles and practices of Quality Control Assurance.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Fiscal Management – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Leadership – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- Management – Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- Conflict Management – Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions that show command of content and perspectives and interests of the audience.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions
- Supervision – Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

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**QUALIFICATIONS**

Minimum Knowledges, Skills and Abilities

Knowledge of

- the modern methods, materials, and equipment employed in constructing roads, bridges, and other heavy construction projects.
- the laws, ordinances, and standards relative to the construction and inspection of buildings, roads, bridges, and other public works facilities.

Ability to

- direct inspections, including facilities constructed in the public right of way, and achieve compliance with contracts, construction plans, materials and specifications.
- plan, assign, lay out and effectively supervise and direct exacting reports and recommendations.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of

- Computers, operating system and application software, equipment, system analysis methods.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FREQUENCY*
1.	Directs the preparation of the section's budget, including the Annual Operating Budget, and/or workplan.	Intermittent
2.	Represents and/or acts in the absence of the division chief.	Intermittent
3.	Plans, assigns, directs, trains, and evaluates the work of a group of professional and sub-professional employees in connection with administration, development and maintenance of a Quality Control/Assurance program as it applies to Public Works programs.	Daily
4.	Plans, assigns, directs, trains and evaluates the work of a group of professional and sub-professional employees in connection with the engineering review, coordination and inspection of Capital Improvement Projects and work performed by a public agency, developers and utility companies in the public rights-of-way via encroachment permit.	Daily
5.	Determines methods and procedures for more difficult phases of the work and prepares complex technical research reports and recommendations.	Intermittent
6.	Reviews construction projects and reviews plans, estimates, and schedules for such projects.	Daily/Several Times
7.	Directs the execution of street encroachment permits to or from other agencies.	Daily
8.	Meets with citizen groups, the legislative body and with the general public to explain engineering and construction projects and programs.	Intermittent
9.	Directs the preparation and/or review of Traffic Control Plans and Traffic Safety Orders.	Daily

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
10.	Develops/coordinates new quality control/assurance procedures with other Agencies, other City Departments and Public Works Divisions.	Daily
11.	Directs/performs quality assurance/control audits of Public Works Capital Improvement program phases, including planning, engineering, construction, inspection, scheduling and budgeting.	Daily
12.	Review Construction Management procedures in an oversight capacity.	Daily
13.	Adequate project scoping and/or definition accomplished through uniform implementation of quality control procedures in all phases of public works construction projects.	Intermittent
14.	Support the day-to-day administration of contracts for construction or projects including but not limited to review and comment on construction contractor applications for payment, change order requests, and construction schedule updates.	Daily/Several Times
15.	Review, analyze, negotiate, advise, and/or recommend requests for construction contractor adjustments, claims, and pay applications.	Intermittent
16.	Participate in the design review process including constructability reviews and sequencing analysis of project alternatives.	Intermittent
17.	Coordinates the development of Department-wide Construction Inspection, Engineering and Project Management procedures and standards.	Intermittent
18.	Directs/performs quality control/assurance of the planning, engineering, construction, inspection, scheduling and budget elements of the Private Development project sequence.	Daily
19.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movement;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to field inspection, possess ability to:

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- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending ladders;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;
- Lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment.

**CLASSIFICATION HISTORY** *Created 05/80, Rev. 07/86; Rev. 02/89; Rev. 05/90, Rev. 01/23 ; s001.*