

City of Fort Worth, Texas Job Description

Classification Title	Construction Manager		
Job Code:	MG1181	Job Family:	Management
Pay Grade	615	Date Created:	08/22/2015
FLSA Status	Exempt	Date Revised:	02/09/2020

GENERAL SUMMARY

Serves as resident expert on quality control issues; manages and directs infrastructure projects for construction inspection staff; reviews and develops inspection policies and procedures in collaboration with program and project managers; directs the right-of-way and easement, material testing, and survey services groups.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of construction inspection/project management, delivery methods and procedures; and works with employees on the continuous improvement of construction management services.
3. Proactively works with Infrastructure Project Managers, Design Engineers, Infrastructure Construction Contractors and departmental leadership on budgeting and staffing issues, including approaches to fulfillment of tasks as well as levels of internal staff versus contracted services.
4. Manages and participates in the development of the divisional budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements budgetary adjustments, as needed.
5. Manages and maintains a team approach to project quality assurance in relation to the construction and delivery of infrastructure to be owned and maintained by the City; and ensures consistency in performing construction inspection.
6. Organizes and maintains a project feedback initiative to assess community reaction to the delivery of infrastructure construction projects and the disruptions they may cause.

7. Maintains a performance measurement system of the contracting community based upon defined criteria associated with the delivery of all infrastructure projects.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Horizontal Construction industry and trades.
 - Construction specifications and contracts.
 - Principles and practices of management, supervision, training and performance evaluation.
 - City and Departmental personnel policies and procedures.
- **Skill in:**
 - Workload management.
 - Personnel management.
 - Budgeting.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Read and interpret civil construction plans and details.
 - Communicate on a technical level with contractors, engineers and construction workers.
 - Monitor performance of each group and assist managers.
 - Establish metrics for work being performed.
 - Organize schedules and assignments.
 - Analyze technical needs to facilitate the various forms and processes.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in Civil Engineering or Civil Engineering Technology, Project Management or Construction Management and four years of construction management experience.

OTHER REQUIREMENTS

Must possess and maintain a valid Texas Driver's License.

Certified Construction Manager as issued by the Construction Management Association of America (CMAA) within six months of hire.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing and balancing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.