

# South Jordan City

## Job Description

|                   |                             |                        |                  |
|-------------------|-----------------------------|------------------------|------------------|
| <b>Title:</b>     | <b>Construction Manager</b> | <b>Effective Date:</b> | <b>1/1/17</b>    |
| <b>Org:</b>       | <b>100410</b>               | <b>FLSA:</b>           | <b>Exempt</b>    |
| <b>Pay Grade:</b> | <b>19</b>                   | <b>Workers Comp:</b>   | <b>Municipal</b> |

### GENERAL PURPOSE

Provide construction management services to ensure that the City grows and develops in a manner that is consistent with its mission statement and service values. Perform a variety of duties related to planning, inspecting, coordinating and directing all construction activities of public infrastructure projects, to include both the infrastructure required of private development, and projects built directly by the city; assist with design and operational issues, and perform a variety of working level technical duties as needed to assure projects are constructed in compliance with established local, state and federal standards.

### SUPERVISOR

Assistant City Engineer

### POSITION(S) SUPERVISED

Engineering Inspectors (as assigned)

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Provide construction management service, including quality control, in regards to city infrastructure projects undertaken by the City of South Jordan.

Exercise discretion and independent judgment when dealing with contractors.

Provide consultation and/or expert advice to, and investigate and resolve matters of significance on behalf of management.

Assist with the planning, directing and coordination of public infrastructure projects including; identifying and coordinating design changes and utility conflicts with other departments, contractors, developers, engineers and agencies; review applications for payment; respond to and resolve resident's complaints; assist with administration of construction contracts; moving projects through construction phase into warranty period and out of warranty period.

Manage work activities of engineering inspectors (as assigned).

Perform essential job functions of engineering inspectors as required.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.; plus, two (2) year degree in construction management or related field;

AND

B. Four (4) years of experience related to above duties;

2. Special Qualifications:

Valid Utah Class D Drivers License  
 Certification as a Public Works Inspector preferred  
 General Contractors License preferred

3. Knowledge, Skills and Abilities:

Knowledge of general construction principles and practices; legal environment associated with construction and maintenance of public works projects; modern methods, principles and practices of street construction and maintenance and the collection and delivery of culinary and secondary water; conveyance of storm water through storm drain systems; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principles involved in public works; principles of management and employee supervision.

Ability to operate a personal computer and Microsoft products.

Interpersonal communication skills.

Ability to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, coworkers and the public.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking. Frequent travel required in course of performing portions of job functions.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

|                   |                         |                        |                     |
|-------------------|-------------------------|------------------------|---------------------|
| <b>Job Class:</b> | <b>Municipal Exempt</b> | <b>EEO-4 Class:</b>    | <b>Official/Adm</b> |
| <b>Location:</b>  | <b>Engineering</b>      | <b>EEOP Class:</b>     | <b>Official/Adm</b> |
| <b>Group/BU:</b>  | <b>General Pay Plan</b> | <b>Tech-Net Match:</b> |                     |