



City of Brunswick Career Opportunity

Job Title: Construction Manager

Department: Economic Development/CDBG-DR

Reports To: Director of Community & Economic Development

Salary: \$47,000 - \$52,000 DOQ

FLSA: Exempt

EEO-4 Code: PROF

Date: 2/25/2020

JOB SUMMARY:

Responsible for monitoring all physical developments managed under the CDBG-DR for compliance with the City's development regulations, municipal codes and zoning ordinance. Monitors construction projects coordinating and supervising one or more construction projects in the residential areas. He/she oversees the construction phase of the project and oversees the development of hired contractors or vendors. The construction manager ensure that projects are done in time and within the budget. He/she answers to everyone involved in the project including the client and finishes the project in the allocated budget. This position is funded with DCBG-DR funds and will only be in place for no longer than 24 months or until funds are exhausted.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with engineers, architects and other workers in the same project
- Choose subcontractors and delegate their responsibilities
- Responsible for any delays, emergencies and problems that can arise
- Comply with safety and building codes as well as legal requirements
- Report project progress and budget to client
- Explain contract and technical matter to others in a clear manner
- Prepare budget and cost estimates, along with work timetables
- Constant contact with people like the public, inspectors and owners requires great customer service skills who listen and speak in a clear and concise manner so that goals are met
- Leadership skills are needed in a managerial role because they will be in charge of delegating tasks to workers, subcontractors and other lower-level managers
- Communication skills are important to give clear orders and process complex information to then delegate to others in a simpler manner
- Time management skills are needed because, in construction, you have to meet deadlines. Each part of the construction project has to be done at a certain time so that everything runs smoothly
- Writing proposals and budget plans, along with documentation of the project to the client is an important aspect

- Technical skills to interpret construction methods, contracts and drawings of the project

PERIPHERAL DUTIES:

- Notifies the Public Works Department of needed public infrastructure repairs and provides engineering assistance in planning repair work.
- Performs administrative tasks requiring engineering expertise such as recommending code updates, preparing reports and drafting revisions of various ordinances.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION QUALIFICATIONS:

High School diploma or equivalent. Some college level coursework in engineering technology is preferred.

MINIMUM QUALIFICATIONS:

Ten (10) years of experience in development inspection and/or code compliance work.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills, and Abilities:

Knowledge of basic principles of civil engineering.

Knowledge of construction methods, materials and equipment used in public works projects.

Knowledge of surveying methods and practices.

Knowledge of development plans, plats and maps.

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Knowledge of layout of City streets, water mains and subdivisions.

Skill in oral and written communication.

Skill in interpretation of regulations from different governmental agencies.

Skill in negotiating with contractors.

Skill in operation of listed tools and equipment.

Ability to work effectively with the City employees, government officials, contractors, developers, and the general public.

Ability to interpret development plans, plats, and construction drawings.

Ability to develop consensus and resolve problems on development, zoning and code compliance matters involving developers, business owners, citizens, and others.

Ability to frequently bend, climb, crawl, kneel and walk when conducting site work inspection.

OTHER REQUIREMENTS:

Possession of valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software; printer; engineering maps; two-way radio; tracing table; blueprint machine; surveyor transit and level; truck; telephone; fax and copy machine.

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

Work is performed mostly outdoors, which is required in the inspection of various land use development and construction sites.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to lift and/or move up to 25 pounds. The employee is occasionally required to stoop, bend or crouch; climb ladders; and lift and/or move more than 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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 essential functions

Work is performed mostly outside in various outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The employee is regularly exposed to airborne particles; dirt and/or grease; machinery with moving parts; and is required to use protective devices such as masks, goggles, gloves, etc.

The noise level in the work environment is moderate to loud.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject.