

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Construction Administrator Manager
------------------	------------------------------------

GENERAL PURPOSE

Under general direction, monitors, oversees, and administers multiple complex construction project, consultant, and maintenance contracts; plans a variety of water, recycled water, and wastewater capital construction programs, and maintenance/improvement programs; plans, organizes, supervises, and reviews the work of professional, technical, and administrative staff; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the Construction Administrator series that exercises independent judgment on diverse and specialized, complex construction-project contracts with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, administering complex construction-project contracts, and providing professional-level support to the Director of Field Engineering in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Director of Field Engineering. Exercises direct supervision over professional, technical, and administrative staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below 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 this position.

- Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to

and including termination, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and assures uniform adoption of those practices.

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Assists with the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Monitors operations and activities of the construction administration work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements; prepares various reports on operations and activities.
- Administers construction management components of the District's Capital Improvement Program (CIP) including projects of high complexity value or profile; monitors work of administrative staff for project activities; reviews letters and documents for conformance to District standards; advises staff of direction to proceed on specific items; attends progress meetings for projects.
- Negotiates and manages construction contracts; reviews construction specifications for compliance with District standards; prepares periodic project status reports; administers and approves major cost/time changes to projects throughout the construction process; tracks project schedules; negotiates changes and time extension in order to keep projects moving toward completion.
- Establishes the scope, schedule, and budget for construction projects; reviews budgets monthly and annually to confirm budget is on-track and to monitor future expenditure; reviews and processes monthly payment requests during construction, including authorization for payment; approves the purchase of materials and monitors work activities and expenditures to control costs.
- Reviews all projects for constructability and value engineering at multiple percentages of completion during the design phase.
- Participates in the review of Request for Proposals (RFP's); evaluates bid packages during the bidding phase of assigned projects and provide a recommendation for selection; directs and oversees the work of contractors and consultants.

Eastern Municipal Water District
Job Title: Construction Administrator Manager
Last Update: July 2024

- Reviews contract documents including requirements for insurance policies, bonds, safety programs, construction schedules, and technical specifications; recommends modifications to contract documents; ensures contractors and consultants comply with project specifications, work quality, and contractual obligations.
- Attends meetings with management and engineering staff to review project staff updates, discuss feasibility of projects, and evaluate overall design intents with best practices applications and District standards.
- Coordinates project operations with external stakeholders; meets with other District departments to discuss project-related issues.
- Performs independent site safety audits to ensure safe work practices; coordinates with staff to discuss findings.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Supports and promotes the application of Continuous Improvement principles in the oversight of operations within the business unit.
- Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
- Develops and monitors team and individual performance measures, ensuring that they align with District's strategic and operational plans.
- Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of project management.

- Principles and practices of civil engineering design, specification, and cost estimate preparation.
- Principles and practices of construction management.
- Principles and practices of project budget preparation and administration.
- Principles and practices of contract administration and evaluation.
- Mathematical principles and theories.
- Principles of technical report writing and preparation of business correspondence.
- Principles and practices of mapping and structured problem solving.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- Familiar with process mapping and structured problem solving.
- Theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Prepare, administer and maintain large and complex project budgets.
- Serve in a project management capacity for assigned projects.
- Oversee and direct the work of contractors and consultants.
- Conduct constructability reviews and value engineering assessments.
- Perform complex construction contract computations.
- Review engineering and construction plans and specifications.

Eastern Municipal Water District
Job Title: Construction Administrator Manager
Last Update: July 2024

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Ensure the maintenance and administration of project files and records.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs.
- Validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation.
- Create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Eight (8) years of progressively responsible professional engineering experience with five (5) years in construction management, including experience in public water/sewer utility design, two (2) years of which is in a supervisory or management capacity.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Certified Construction Manager (CCM).

PHYSICAL DEMANDS

Eastern Municipal Water District
Job Title: Construction Administrator Manager
Last Update: July 2024

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

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to 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 and/or assistance from other staff.

WORK ENVIRONMENT

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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Construction Administrator Manager
Last Update: July 2024

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	<i>July 2, 2024</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Senior Construction Administrator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____