City of Inglewood Job Description
Class Code: 624

CONSTRUCTION MANAGER

DEFINITION:

Under general supervision implements project/contract management directives and assists in the development of plans and specifications for City's Residential Sound Insulation projects.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

EXAMPLE OF DUTIES

Under general supervision develops project plans and specifications for City's Residential Sound Insulation program; ensures contractor and staff compliance with construction best practices and principles; researches project design requirements; prepares project scheduling and time and material costs; performs complex calculations for design specification; reviews and submits project plans; conducts field inspections; monitors contractor and staff compliance with project plans and specifications. Monitors and verifies work material delivery, proper equipment and labor usage and work site availability; implements Divisional rules and procedures; assists in resolving conflicts and interfaces with citizens and contractors at all phases of construction; collects information for creating documents, preparing plans and specifications, substantiating support for dispute resolution and status reports; prepares and finalizes office memorandums, letters and status reports; and maintains projects documentation files and records.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledgeable of RSIP guidelines for the construction and installation of soundproofing

Knowledgeable of program guidelines, policies and procedures

Knowledgeable of construction codes and standards

Knowledgeable of quality customer service and management techniques

Knowledgeable of occupational hazards and safety guidelines

Skilled in observing and inspecting construction sites

Skilled in following and providing oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to operate a personal computer to maintain records and other documentation to include file management techniques

Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an outdoor environment. Work may require frequent standing, walking, climbing and bending. Incumbents in this job classification may be exposed to extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS

Bachelors degree in Architecture, Construction Management related field, **AND** four (4) years experience in managing progressively responsible residential construction projects or an equivalent combination of education and experience.

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