



DIRECTOR OF CONSTRUCTION

Unrepresented Employee - Exempt

POSITION CHARACTERISTICS

To plan, organize, direct and coordinate all construction management activities for the District, including construction and implementation of the District's Capital Improvement Program; coordinate the selection of contract consultants, construction contractors and vendors, and administer those contracts; establish and maintain a high level of owner involvement in District construction projects to insure the success, safety, and quality of the District's overall construction program; supervise professional, technical and clerical staff engaged in construction management activities.

The Director level recognizes classes with full responsibility for the administration of a department. The incumbent manages all construction management activities, including engineering functions, project controls, consultant selection and contract administration, construction contract bid award and administration, construction inspection and project start-up. The incumbent is also responsible for substantial independent action and for extensive interaction with other organizational units, public agencies, land and business owners, and citizen groups.

This position is distinguished from that of Construction Manager in that the latter is designated as a division manager in charge of one or more specific programs within a department. It is distinguished from the class of Assistant General Manager in that the latter function as an administrative deputy to the General Manager, and manage several departments or divisions.

Supervision Received And Exercised

Receives administrative direction from the Assistant General Manager - Engineering.

Exercises direct supervision over assigned management, professional, technical and clerical personnel.

Examples of Duties - Duties may include, but are not limited to, the following:

Develop and implement goals, objectives, policies and procedures for the Construction Department; interpret management policies and procedures to subordinates and insure they are followed.

Manage construction contract activities and coordinate the design and constructability reviews, in addition to the actual construction and start-up of facilities, and resolve contractor claims.

Oversee consultant and construction service vendor selection, contract negotiation and administration.

Monitor the conduct of public bidding, bid evaluation, construction contract awards, and contract execution.

Develop and maintain claims administration, change order expediting and approval procedures.

Manage the application of engineering techniques and criteria to the solution of complex construction management problems.

Through subordinates, insure quality control programs for construction projects are in place and functioning, including contractor and field staff compliance with all project plans, specifications, and requirements in order to obtain work of the highest quality; ensures environmental compliance and safety, schedules and cost controls are adhered to.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Management; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Represent the District in meetings with other governmental agencies, construction industry representatives, consultants, contractors, or professional and technical associations.

Administer preparation and monitoring of the department and construction project budgets, including related data collection and analysis; provide budgetary reports to the General Manager and Board of Directors as required.

Prepare and present both written and oral reports of a technical and administrative nature to District management, the Board of Directors, or outside entities.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Maintain construction management staff performance through coaching, counseling and disciplining employees; plan, monitor and appraise job results.

Perform related work as required.

Knowledge of:

Engineering principles methods, and practices as applied to the design, cost estimating, scheduling, construction, installation and operation of waterworks and related supply facilities.

Technical, regulatory, and environmental considerations involved in the construction of major engineering projects.

Field construction techniques, construction contract administration and the legal framework within which these activities are carried out.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Ability to:

Plan, direct, and control the administration and operation of the Construction Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.

Evaluate the results of engineering and other technical investigations and studies, and make sound recommendations, based on current and reliable information, for the solution of construction management issues.

Understand, evaluate and negotiate complex technical and business agreements with consulting firms, contractors, regulatory agencies and other public or private entities.

Manage consultant and construction contracts and the work of professional and technical consultants.

Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.

Make effective oral presentations to elected and appointed officials, citizen groups and the general public on a variety of technical and administrative topics.

Prepare clear, complete, timely and concise written correspondence and reports.

Select, evaluate and supervise, directly and through subordinates, a group of professional, technical, and office support employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Eight years of increasingly responsible experience in civil engineering as related to water utility facilities with an emphasis in planning, design, and construction, including five years of management experience working in a large, public agency.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. A Master's degree in civil or environmental engineering or business or public administration is desirable.

Physical Demands:

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require the ability to walk, observe, talk, listen, and operate a computer and telephone. Occasionally, work requires lifting or moving up to 15 pounds. Work hours are irregular and include evening meetings.

Other Requirements:

Possession of a valid Professional Engineer Registration in the State of California.

Possession of, or ability to obtain, a valid California driver's license.

Adopted: October 25, 1993
Revised: July 4, 1994
Revised: October 27, 2003

Approved _____ Human Resources and Risk Manager