

City of Somerville, Massachusetts
Job Description

Position Title:	Construction Project Manager	Grade Level:	NU08
Department:	Capital Projects – Engineering	Date:	1/18/18
Reports to:	Director of Engineering	FLSA Status:	Exempt

Statement of Duties

Provide construction-phase engineering and management services for city infrastructure improvements and permitted activities to ensure conformance with permit conditions, city policies, applicable technical standards, plans and specifications to assure construction mitigation and traffic management plans are being properly executed to minimize constituent impacts.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Review plans and specifications for active city projects and conditions for permitted activities to know required construction mitigation and traffic management requirements for all active construction sites in the public right of way;
- Oversee and manage active construction sites for conformance with general construction practices and city requirements to minimize disruption to residents and businesses by confirming proper contractor execution of mitigation such as detour signage, pedestrian safety, dust management, noise control, maintenance of utility services, driveway access, delivery access, etc.;
- Enforce requirements, city ordinances, policies, and permit conditions for construction of public infrastructure and private utilities, and occupancy of public streets and sidewalks;
- Identify and resolve, or report to other city staff, constituent impacts resulting from construction activities in the public right of way;
- Coordinate project meetings or tasks with Engineering, city staff, and utility companies as necessary;
- Determine the need for and schedule inspections of connections to the city’s water distribution and sewer/storm water/combined collection systems to ensure compliance with city standards;
- Determine the need for and schedule inspections of soil and backfill compaction testing as necessary to assure compliance with city and other applicable standards;
- Determine the need for and schedule inspections of roadway, sidewalk, and markings restoration activities to assure compliance with city and other applicable standards;
- Document work through as-built drawings and daily inspection logs;

Supervision Required

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in

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procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

Accountability

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Nature and Purpose of Personal Contacts

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Confidentiality

Employee has access to confidential information obtained during the performance of the regular duties of the position.

Recommended Minimum Qualifications

Engineering-NU08-Construction Project Manager

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Education and Experience:

Minimum of 2-year degree in Civil Engineering from an accredited program with seven to ten (7-10) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements

Valid Class D driver's license
OSHA 10-hour Construction Site Safety
OSHA Confined Space Entry Training
Certified Construction Manager

Knowledge, Abilities and Skill

Knowledge: thorough knowledge of proper pipe connection methods, backfill and compaction techniques, asphalt and concrete installation, and appropriate testing for conformance. Must have working knowledge of the Manual of Uniform Traffic Control Devices (MUTCD); engineering standards for water distribution and sewer/drainage collection system construction and repair; excavation materials, compaction, testing, roadway repair; and general working knowledge of construction and inspection techniques to include record keeping and report writing; knowledge of the principles and practices of project management, work breakdown structures, communications planning, and team management.

Abilities: Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; use and interpret graphical information such as construction plans, schematic drawings, flow charts, layouts and other visual aids, and electronic project management applications; ability to interpret information accurately and make decisions according to existing laws, regulations and policies; ability to manage multiple projects of various complexities with competing interest and multiple funding sources; ability to manage and coordinate contractors and outside vendors effectively on a construction site.

Skill: Proficient communication skills, both verbal and written as well as the ability to deal with the public in tense situations; proficiency with computers and Microsoft Office platform.

Work Environment

The work environment is a mix of field and office work. The office work involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The field work requires moderate intermittent physical strength and effort around navigating and assisting construction and repair sites with exposure to the elements. Additionally, the employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

Physical and Mental Requirements

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 position's essential functions.

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Physical Skills

Employee will spend time in the office and in the field during construction projects. Work effort involves an equal mix of sitting, standing and walking to perform work tasks. Work requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as books, office equipment, and computer paper (up to 30 lbs). During construction season, employee may be standing for periods longer than two to three (2-3) hours at a time, may enter and exit confined spaces, and may encounter inclement weather.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Visual Skills

Visual demands include constantly reading documents for general understanding and for analytical purposes, making detailed visual observations, and routinely reviewing non-written materials such as maps and blueprints for analytical purposes; the employee is required to determine color differences.