

City of Lowell
Job Posting
Please Post: February 23, 2016
Deadline: March 8, 2016
Department of Planning and Development
Special Projects Construction Manager

Job Title: Special Projects Construction Manager (1100-DH04, 2250)
Department: Department of Planning and Development
Reports To: Chief Design Planner
Union: AFSCME 2532
Salary: \$63,007.36 (min) to \$73,954.92 (max) annually; 35 hrs. weekly; Grant-funded

SUMMARY

Performs civil engineering/construction resident engineer field work, under the direction of the Department of Planning and Development and City Engineer, requiring the application of civil engineering/construction project management principles. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The essential functions or duties listed below are intended only as illustration 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.)

- Manage grant-funded construction projects which include project discussion and meetings, review of scope, contract documents and schedule, tracking progress of projects, oversight of execution of project scope, processing and tracking invoices and review of deliverables.
- Oversees the work of contractors working on road, bridge, utility and parking (horizontal construction) municipal projects. Maintains knowledge of all plans and specifications for construction projects. Inspects contractor performance for quality and conformance with specifications.
- Administers and performs on-site inspections for compliance with rules and regulations.
- Maintains daily and weekly logs of contractor and site activities. Verifies quantities of materials upon delivery and after placement; verifies quantities of materials for payment requisitions, verifies and modifies contract item quantities; and provides construction reports.
- Communicates regularly with other departments regarding the ongoing construction project; coordinates construction activities to minimize disruptions to residents; issues proper notification of events during construction projects.
- Performs field surveys as required to develop, check and alter locations and plans as required by project construction.
- Prepare and/or review engineering plans, specifications, designs and construction estimates.
- Assists with the preparation of documents for competitive bidding, evaluates bids and recommends contract award.

- Work with representatives of public utility and private development companies and other town utilities to arrange and coordinate activities; attends job meetings with contractors and other City departments.

QUALIFICATIONS

Bachelor's Degree in Civil Engineering, Construction Engineering and Surveying or related field; three (3) to five (5) years progressively responsible civil engineering experience in public works, private development and construction, preferably in a municipal setting; or any equivalent combination of education and experience. Certification in Engineering in Training (EIT) or ability to obtain within 12 months of hire; OSHA 10 hour construction safety training or ability to obtain within six months of hire both preferred. Must have a valid Driver's License.

Knowledge, ability and skills of principles and practices of basic civil engineering disciplines as they relate to municipal and private development projects. General knowledge of municipal projects, materials used and standard construction practices, including safety (OSHA) procedures, industrial standards and legal requirements as they pertain to public bidding. General knowledge of federal and state laws and regulations that pertain to public works and construction compliance. Understanding of current survey practices.

Ability to perform data analysis in support of strategic planning involving coordination, correlation, as well as using discretion in determining schedule, place and sequence of operations. Ability to implement/execute decisions based on data analysis. Ability to interact effectively with co-workers, supervisors, contractors and the public.

EDUCATION and/or EXPERIENCE

A candidate for this position must have a Bachelor's Degree in Civil Engineering, Construction Engineering and Surveying preferred or a related field with two to three (2-3) years of progressively responsible civil engineering experience in public works, private development, and construction, preferably in a municipal setting or any equivalent combination of education and experience. Preference will be given to candidates that have knowledge of the application, rules and regulations with regard to land development and public infrastructure. General knowledge of federal and state laws and regulations that pertain to public works and construction compliance, historic review and development of waterfront or canal ways. Individuals must have a valid Massachusetts Class D Driver's License. EIT and OSHA 10 Certification preferred or have the ability to obtain them within 12 months of hire.

LANGUAGE SKILLS

Strong interpersonal skills, excellent written and verbal communication skills, proficient computer skills including Autodesk Land Development/Civil/ Survey CAD software, Geographical Information System (GIS), Microsoft Office (Word, Excel, Access, Outlook, etc.), Water and Sewer modeling software and engineering/ survey calculation.

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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 the essential functions. While performing the duties of this job, the employee is occasionally exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer who requires a physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ March 8, 2016. Applicants may also send resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer