POSITION DESCRIPTION

Job Title: Construction Supervisor II – Tunnel, Open Cut, Sewer Rehabilitation
Reports to: Sewer Construction Manager
Department: Engineering and Construction
FLSA Status: Exempt

Job Summary:
Responsible for organizing, coordinating and supervising the construction of minor capital improvement contracts and assisting others in performing those duties in major contracts.

Essential Functions:
Monitor construction by others, of small to medium sized public improvement contracts, including: organizing and coordinating all field engineering and inspection activities related to the contract, monitoring all construction activity in order to confirm the work being performed, and the materials and equipment being installed, conform to the contract requirements; performing all related work as required in order to ensure the smooth initiation, progress and completion of the contract.

Review preliminary and final design plans from a constructability standpoint; advise whether the materials and equipment to be incorporated into the contract are suitable for the purpose intended; participate in value engineering and design reviews; review the engineer's estimate, all addenda, participate in pre-bid site inspections and pre-bid meetings and answer questions as necessary; review the engineer's evaluation and recommendation and perform other tasks necessary prior to the contract award.

Conduct construction meetings; receive, review and approve contractors' schedules of value and construction progress schedules; assess the means and methods by which the Contractor proposes to construct the contract.

Prepare cash flow projections for the contract and update on an annual basis.

Assign testing laboratory personnel to the contract and/or items of work making up the contract and monitor progress of the work; act as liaison between the Design Engineer, the District's office engineers and the Contractor; prepare daily reports outlining the progress of the contract and compose correspondence and memoranda as necessary; receive and answer questions concerning the work from the Contractor, or forward question(s) to appropriate entity for answer; act
as mediator in disputes over contract interpretation between Design Engineer and Contractor.

Measure work in place and equipment and materials furnished for purposes of computing progress payments, review requests for payment and recommend approval thereof; draft simple plan adjustments and prepare field sketches in order to speed progress of the work and perform engineering calculations and field surveying services in order to monitor progress of work; perform field tests using various gauges, meters and instruments.

Request proposals from Contractor for Change Orders and negotiate the price and scope of each.

Investigate construction claims; monitor progress of a claim when placed on notice by the Contractor and negotiate a price for a valve claim.

Administer and oversee completion and close-out of the contract.

Coordinate projects with various utilities, municipalities and agencies.

Respond to and resolve complaints submitted by the public and municipal officials.

Attend public meetings.

Hold meetings with public officials to report on job progress.

Assist others in performing the above duties on larger contracts.

Note and have rectified poor standards of work to contractors, subcontractors and vendors.

Write change order reports, memos and correspondence.

Perform other duties necessary to accomplish objectives.

Observe safe work practices, and endeavor to ensure that contractors observe safe work practices.

**Non-Essential Functions:**
None

**Minimum Job Requirements:**

**Education:** Associates degree or two (2) years college in engineering technology or engineering related field.

**Experience:** Over three (3) years of progressively responsible experience in heavy construction or equivalent combination of education and experience.
Specific Skills: Ability to read and interpret plans, specifications and working drawings; establish and maintain effective working relationships; maintain records; present ideas clearly orally and in writing; recommend corrective actions before problems arise.

Specialized Knowledge, Licenses, etc:
Knowledge of the engineering applications, methods and practices in area of assignment; considerable knowledge of theories, principles and practices of engineering. Familiar with construction techniques required for wastewater treatment plants, or with sewer construction both trench and tunneling.

Supervisory Responsibilities:
Guide and direct work of external Consultants and Testing Labs.

Working Conditions:
Time spent between field office and construction sites.

Physical Demands:
A majority of the time spent out of doors on construction sites, in tunnels and/or confined spaces that can be contaminated, noisy, dirty and/or restricted. Occasional time spent at extremely high and low temperatures, in restricted spaces or wearing breathing apparatus.

Interfaces:
Internal: Interfaces with District personnel.

External: Interfaces with general public, agencies, and other corporations.

Success Factors:
Involves others in decision making
Enjoys working with numbers
Critically evaluates information and data
Detail conscious

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee’s request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

To be considered for this position, all diplomas, licenses and other credentials must be on file before bidding closes.

7/24/2003
NOTE: Please note that this position will be posted internally and externally at the same time.

RATE: $47,736 - $68,848/Yr. LOCATION: ENGINEERING & CONSTRUCTION
3900 Euclid Avenue