

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Construction Contract Manager I or II</b>	Department:	City Utilities Engineering
Requisition Number:	2022213		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	CCM I \$50,500.00 to \$69,000.00 CCM II \$54,000.00 to \$74,000.00 Annually
Date Posted Up:	6/17/22	Date Posted Down:	Until filled
Time Up:	3:30 pm	Time Down:	

**CONSTRUCTION CONTRACT MANAGER I SUMMARY**

Working under the direction of City Utilities Engineering Management, incumbent administers City Utilities development contracts and manages capital construction contracts per the policies and standards of Fort Wayne Utility Engineering. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**OPERATIONS**

- Checks the following for conformance with project specifications: pipe for damage, class and manufacturers certification; precast structures for size, damage and coatings; castings for dimensions, damage and coatings; delivery tickets for concrete and aggregate specifications; mechanical equipment for compliance with approved submittals;
- Checks excavation, grading, laying, bedding and backfill for conformance with generally accepted practices. Check concrete forms and rebar for conformance with plans and specifications;
- Verifies that developer contract fees have been paid and request developer contract inspection;
- Processes developer contract requests for acceptance. Processing includes the following: check completion affidavit; check bonds; check easements; check inspection sign off; check record drawings; process fees due developers by requesting and distributing check; recommend project acceptance;
- Archives project drawings and files;
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, weekly and monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities;
- Assists with preliminary construction matters: Coordinate with contractor on any irregularities with the construction contract, Develop project understanding by reviewing plans and specifications, recording conditions before construction, developing a list of potential problems and checking staking for reasonableness; Review and accept project schedule; Coordinate submittal and review process of shop drawings; Coordinate payment schedules; Request inspection services;
- Assists with Changes in Work & Claims: Negotiate, represent, and review change order requests;

authorize payments based on completed work; Negotiate and recommend changes in contract completion times;

- Reviews Regulatory permits and coordinate with Contractor and Inspector to ensure provisions outlined in permits are met;
- Conducts SWPPP: Inspections, pre-bid meetings, contractor education, site documentation, enforcement, and tracking;
- Assists with the development and implementation of BMP Inspection and Education Program, including review of inspections, customer communication, enforcement, and tracking;
- Assists with SWPPP and post-construction BMP tracking within CUE and other city departments within MS4 jurisdiction, including tracking and reporting;
- Reviews Easements and other property rights documents as appropriate and ensure Contractor and Inspector are aware and meet the provisions specified in the documents;
- Performs the role of the project “Engineer” during construction (as defined by the Contract Documents) on City Utilities capital projects;
- Performs Resident Project Representative (RPR) / inspection services on City Utilities projects when required and/or as directed by Management;

### **INFORMATION/COMMUNICATION**

- Schedules, observes and reports testing activities;
- Reports daily project conditions and activities and provide or obtain contractor forecasts on future project activities;
- Assists with Pre Bid Activities: Collaborate with design staff to develop project understanding and provide input to improve project constructability;
- Assists with post-bid activities including: tabulate bids; recommend awards; compose documents; submit contract documents to contractor for signature; submit contract documents to Board of Public Works and Common Council for approval; organize and direct pre-construction meeting;
- Assists with coordination with other City Utilities and Public Works staff to resolve project issues and concerns;
- Maintains good public relations.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.S.) in Civil Engineering Technology, Construction Technology or completion of an equivalent course of study. Six months practical experience with word processing and spreadsheet software. Relevant construction and/or engineering experience may be substituted for educational requirements.

## **SPECIALIZED SKILLS**

- Functions effectively as a member of an interdisciplinary team;
- Utilizes and understands construction contracts and documents;
- Working knowledge and general comprehension of construction methodologies, problem solving, and project management;
- Performs job duties as directed and necessary to fully utilize certifications, licenses, training, etc. that has been obtained per job description requirements and/or CU Engineering Skill Based Compensation Policy.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from groups of managers, coworkers and general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions and test results furnished in written, oral, diagram, or schedule form. Ability to carry out assignment based upon provided priorities and deadlines with limited supervision. Ability to coordinate and advise individuals and groups with mutual goals. Support from supervisors will be available in unusual situations which do not have clear precedents.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License.

## **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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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.

While performing the duties of this job, the employee is frequently exposed to moving vehicles and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

## **CONSTRUCTION CONTRACT MANAGER II**

### **SUMMARY**

Working under the direction of City Utilities Engineering Management, incumbent administers City Utilities development contracts and manages capital construction contracts per the policies and

standards of Fort Wayne Utility Engineering. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

### **OPERATIONS**

- Directs post-bid activities including: tabulate bids; recommend awards; compose documents; submit contract documents to contractor for signature; submit contract documents to Board of Public Works and Common Council for approval; organize and direct pre-construction meeting;
- Manages preliminary construction matters: Coordinate with contractor on any irregularities with the construction contract, Develop project understanding by reviewing plans and specifications, recording conditions before construction, developing a list of potential problems and checking staking for reasonableness; Review and accept project schedule; Coordinate submittal and review process of shop drawings; Coordinate payment schedules; Request inspection services;
- Manages Changes in Work & Claims: Negotiate, represent, and review change order requests; authorize payments based on completed work; Negotiate and recommend changes in contract completion times;
- Manages acceptance testing and correction of defective work;
- Assists with SWPPP and post-construction BMP tracking within CUE and other city departments within MS4 jurisdiction, including tracking and reporting;
- Manages Project Reporting: Report on construction schedules, budgets, costs and ongoing issues & resolutions;
- Performs duties of Construction Contract Manager I as necessary;
- Performs the role of the project "Engineer" during construction (as defined by the Contract Documents) on City Utilities capital projects;
- Performs training of other career path staff;
- Utilizes Project Management Information System (PMIS) for project schedules, budgets, weekly and monthly status reports, general document management, construction engineering reviews and approvals, project tracking and other project management and administration activities;
- Reviews Regulatory permits and coordinate with Contractor and Inspector to ensure provisions outlined in permits is met;
- Reviews Easements and other property rights documents as appropriate and ensure Contractor and Inspector are aware and meet the provisions of these documents

### **INFORMATION/COMMUNICATION**

- Pre Bid Activities: Collaborates with design staff to develop project understanding and provide input to improve project constructability;
- Manages Construction: Act as the Board's representative during construction; manage construction complaints; provide site visits; working with the Project Manager, authorize variations in work; review/reject defective work; review and approve payments; review inspection reports and recommendation action as needed;
- Conducts SWPPP: Inspections, pre-bid meetings, contractor education, site documentation, enforcement, and tracking;
- Assists with the development and implementation of BMP Inspection and Education Program, including review of inspections, customer communication, enforcement, and tracking;
- Coordinates with other City Utilities and Public Works staff to resolve project issues and concerns;
- Maintains good public relations;

- Recommends and provides feedback for specifications, standards and special designs.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.S.) in Civil Engineering Technology, Construction Technology or completion of an equivalent course of study. Relevant construction and/or engineering experience may be substituted for educational requirements. Successful completion of the training program as Construction Contract Manager I and minimum one (1) year satisfactorily evaluated post-training experience in that position.

### **SPECIALIZED SKILLS**

- Functions effectively as a member of an interdisciplinary team;
- Performs job duties as directed and necessary to fully utilize certifications, licenses, training, etc. that has been obtained per job description requirements and/or CU Engineering Skill Based Compensation Policy;
- Utilizes and understands construction contracts and documents;
- Working knowledge and comprehension of construction methodologies, problem solving, and project management.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or the general public. Ability to write reports that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to independently plan and keep supervisor advised of potentially complex or controversial situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License, may be required to carry CDL at the request of the Deputy Director.

**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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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.

While performing the duties of this job, the employee is occasionally exposed to moving vehicles, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.