



POSITION DESCRIPTION

JOB TITLE:	Construction Manager	FLSA STATUS:	Exempt
DEPARTMENT:	K-12	WORKER'S COMP CODE:	8601
REPORTS TO:	Program Manager	EEO-1 JOB CODE:	2
LOCATION:	Long Beach	APPROVAL DATE:	3/29/2017
		REVISION DATE:	6/19/2017

SUMMARY: The Construction Manager acts on behalf of the client to ensure contractor compliance with construction contract requirements and to oversee all aspects of construction management on assigned projects.

ESSENTIAL RESPONSIBILITIES: *The following are intended to be examples of the responsibilities for the person in this role. This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions if such functions are a logical assignment for the position.*

- Supervises construction activities to build new or modify existing schools, classrooms, facilities and/or other related buildings, including utilities, equipment installation and exterior improvements.
- Reports to the Program Manager (and Senior Construction Manager, if present) and works with the Project Manager; acts primarily as the District's field representative during construction.
- Interacts with the General Contractor's superintendent and field staff.
- During Preconstruction activities, assists with or leads in preparation of bidding documents, reviews bidding documents, preliminary engineering cost estimates and schedules, general conditions and the construction contract. Reviews the project plans and technical specifications for constructability, operability, maintainability & cost effectiveness. Provides comments to the constructability review team. Assists with development of Staging Plan Requirements.
- Review the Contractor's Site Logistics Plan, and coordinates it with the District.
- Review the Contractor's Storm Water Pollution Prevention Plan (SWPPP) and ensures that the Contractor maintains SWPPP requirements; report on violations and confirms that the Contractor has taken corrective action to clear violations.
- Coordinates, takes minutes (as required) and participates in the weekly Owner-Architect-Contractor (OAC) construction meeting, and other special construction-related meetings. Provide input and comments regarding the General Contractor's conformance with the plans and specifications, construction progress (against the approved baseline schedule), proposed change order requests, inspections, RFI's, submittals, and field conditions (i.e. cleanliness, or potential safety issues).
- Attends the Contractor's daily "tailgate" meeting.
- Reviews the Contractor's Safety Program and Illness and Injury Prevention Program (IIPP). Provides comments as necessary.
- Reviews and reports to the Contractor, Program Manager and Campus if there any observed safety or OSHA violations on the site.

- Ensure that the Contractor is in compliance with the safety and protection of students, staff and the public while on occupied construction sites including maintenance of temporary safety barricades, canopies, lighting, warning signage and caution tape, flagmen, site/construction fencing, and other protective site measures.
- Is aware of and coordinates the Contractor's activities with ongoing Campus educational program, schedules and school activities.
- Communicates weekly (and more often if necessary) with the Program Manager and Campus about upcoming work, noise, odors and potential disruptions to Campus educational program, activities, circulation and parking. Assists the Program Manager with preparation of the Campus Construction Impact Report.
- Establishes a working relationship with deputy inspectors and Inspector of Record (IOR), building officials and other regulatory agency personnel having jurisdiction over the building construction.
- Coordinates special inspections and testing required by the specifications and building officials. Maintains a log of required inspections, and testing results.
- Manages services of all Campus consultants in accordance with their contract limits, reviews and approves their invoices, and reports on any deviations from contract terms.
- Reviews the constructed work in place to maintain quality of construction per plans and specifications.
- Issues "Notices to Comply/Defect" if constructed work is not per plans and specifications. Ensures that the Contractor corrects defective and non-compliant work. Works with the Contractor to resolve these issues.
- Coordinates worksite and equipment access/ utility shutdowns between Contractor and Campus personnel. Coordinate Contractor's shut-down requests, and coordinates District requirements for planned shutdowns; assists with obtaining permits, and develops project support schedules to support subcontractor activities and minimize interference with others' work. In a timely fashion, and in conformance with the Contractor's General or Special Conditions, informs District/Campus personnel of approved, planned shutdowns.
- Works with project manager(s), architects, principals, site administrators and/or other District staff to coordinate construction schedules and manage work activities in order to achieve minimal negative impact to the campus operations.
- In conjunction with the Project Manager, conducts pre-bid conferences and jobsite walk(s).
- Reviews Submittals, Requests for Information (RFIs) and responses and assists Contractor and Architect/Engineer with processing.
- Prepares a Daily Report of general activities at the construction jobsite. Ensures that the Contractor submits a Daily Report in conformance with the specifications.
- Prepares project specific data and exhibits for Gafcon's Monthly Report to the District.
- Reviews the Contractor's construction schedules, evaluates construction estimates, reviews contract modifications, and verifies work performed to recommend progress payments.

- Tracks project data and reports on potential budget and schedule variances.
- Assists to define Contractor Recovery Schedule, as required.
- Reviews the construction/field aspects of the construction contract including review of change order requests/potential change orders, application for payments, and back-up documentation; coordinates Cost Validation Estimates for Change Proposals as required.
- Assists the District and Campus with emergency situations related to construction activities. Reviews the Contractor's incident reports and assists with any follow-up tasks as dictated by the District protocol.
- Compiles data relevant to pending claims, as required.
- Serves as the liaison between multiple District departments and other stakeholders.
- Assists the District in maintaining communication and cooperation with various local, state and federal agencies, as requested.
- Coordinates building commissioning process with CxA.
- Assists the District with facilitating the District's Furniture, Fixture and Equipment (FF&E) installation.
- Coordinates Project Closeout including inspections, generation of punch lists; collection of warranties; commissioning reports; certifications, Operations and Maintenance (O&M) manuals; training; as-built drawings; and delivery of permanent keys, specified maintenance supplies and attic stock.

SECONDARY RESPONSIBILITIES:

- Personal development through in-house training attendance, professional organization memberships, continuing education, professional registration and certification achievement.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: The person in this position may have project coordinators, and administrative support staff reporting to him/her.

QUALIFICATIONS:

- Education:
 - Bachelor's degree in Construction/Construction Management, or related field (Architecture or Engineering) is required; or
 - 2-year Associates degree in Construction/Construction Management or related field, PLUS 4-years' experience as a Construction Manager; or
- Relevant Experience:
 - A minimum of five (5) years of experience in K-12 new construction and modernization type projects.
- Demonstrated success working on medium to large educational, commercial and/or public works projects with a construction value more than \$5M.

- Experience with California K-12 school projects and a strong working knowledge of the Division of State Architect (DSA) and Public Contract Code requirements is preferred.
- Requires knowledge of current national and local building codes and regulations.
- Must be able to accurately review, understand and evaluate drawings and specifications, as well as troubleshoot potential problems.
- Has performed construction estimating and evaluating construction methods and schedules. An extensive background successfully utilizing multiple delivery methods such as Construction Management Multiple Prime (CMMP) and Construction Management at Risk (CMAR).
- Must possess proficient oral and written communication and presentation skills and be able to communicate effectively with wide variety of people with diverse background of all levels and disciplines.
- Must be able to develop and maintain positive, cooperative, team-oriented relationships with co-workers, supervisors, managers, clients and others in contact with the job.
- Able to efficiently and effectively handle multiple and shifting priorities while meeting tight deadlines.
- Strong working knowledge of Microsoft Office Suite, and Microsoft Project; must be competent with project management applications such as Procore, PM Web, eBuilder, Prolog, Oracle Primavera Contract Management and/or Unifier.

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 regularly required to stand, walk, sit, squat, bend, climb, crawl, and jump short distances and talk and hear. The employee is regularly required to use hands to finger, handle, or feel. Must be able to use a computer keyboard, and mouse. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision 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 will be exposed to outdoor weather conditions, work on job sites, travel to and from these locations, work in a typical office environment, and is occasionally exposed to construction equipment. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have read and understand the position description and accept responsibility for meeting the demands of the job. It is



further recognized that the duties and responsibilities of my position may change over time and that the position description will be reviewed on a periodic basis.

Employee Name (please print)

Employee Signature

Date