



## **Construction Manager**

**Class code:** 01070

**Employee Group:** Management/Confidential

**FLSA:** Exempt

**Salary Band:** 10

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### **I. Position Summary**

Plans, organizes, and inspects project plans and specifications for major contract improvement programs, new road and street construction, utility installations, and road and bridge work. Ensures all work and materials are in compliance with contract specifications and codes. Enforces County ordinances related to activities in rights of way. Manages and leads subordinate technical staff.

### **II. Supervision Exercised**

May act as a supervisor to various classifications.

### **III. Examples of Essential Position Duties**

- Schedules and directs the work of technicians assigned to engineering, road, and bridge inspection; advises, assists, and trains personnel as necessary; may provide recommendations or complete the hiring, evaluation, discipline, transfer, and termination of employees.
- Reviews utility and access permit applications, issues permits, and inspects construction in progress and upon completion for conformance to county road standards. Reviews proposed planning actions for land use applications for impact to County roads; submits recommendations for pertinent conditions.
- Performs various field inspections to monitor road improvement projects, bridge replacement projects, or any phase of public works construction to assure compliance with plans, specifications, and applicable standards; resolves conflicts between contractors, property owners, and other parties within scope of authority.
- Reviews consulting engineer's plans for encroachment, road frontage improvements, subdivisions, utility installations, drainage, etc. for compliance with County standards. Issues or rejects permits on the basis of compliance.
- Performs or oversees roadway material selection and installation methods including compaction and reviews quality control testing analysis. Accepts or rejects work performed and the use of construction materials; informs contractors of decisions.
- Enforces county right-of-way ordinances by investigating complaints or violations and resolving them by gaining compliance or issuing citations.
- Compiles, documents, and reviews construction plans and reports including costs, funding needs, and other data.
- Researches, develops, prepares, and maintains various computerized and manual records, logs, and maps relating to assigned duties.
- Responds to complex inquiries, complaints, or requests for information from other departments, agencies, and the general public, providing information or assistance within the scope of knowledge or authority, or referring to appropriate individual.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.

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- Working irregular hours is required.
- Performs other related duties as assigned.

### **IV. Knowledge, Skills and Abilities**

- Thorough knowledge of the theory and practice of inspection, highway design, and construction methods and related equipment.
- Knowledge of civil engineering principles and practices as related to inspection.
- Knowledge of federal, state, and county laws, rules and regulations related to area of assignment.
- Knowledge of supervisory principles and practices.
- Ability to interpret engineering plans, inspection procedures, field and laboratory testing procedures, supplementary specifications and special provisions.
- Ability to inspect the work of contractors to obtain adherence to plans and specifications.
- Ability to set work priorities and direct, guide, motivate, and evaluate the work of subordinates.
- Ability to accurately perform complex mathematical calculations and engineering formulas required to complete work assignments.
- Ability to prepare and interpret detailed and complex construction drawings and designs.
- Ability to follow oral and written instructions and keep accurate records.
- Ability to communicate effectively, both orally and in writing.
- Ability to physically perform assigned duties.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

#### **Education and Experience**

- Associate's degree in civil engineering or related field AND six years of progressively responsible experience as a senior inspector and/or manager on heavy construction projects, or other related technical civil engineering field, including one year of supervisory or lead responsibilities; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

#### **Licenses, Certificates and Other**

Valid Oregon State Driver's License with an acceptable driving record.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently and in excess of 20 pounds of force daily to move objects. Requires ability to perceive color, odor, texture and sound. Driving and travel are required.

#### **Working Environments**

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts,

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electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

### **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 3/14