

Position Code: 2800	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan, manage, oversee all design and construction related activities in compliance with established policy and organizational guidelines. The class fosters effective collaboration and communication among City management, project management and technical staff. The class work involves supervising, training and evaluating subordinate staff to ensure quality of service and effective time management in completing projects within budget requirements.

TYPICAL TASKS

- Plans and manages all design management and construction management operations and activities in assigned division in order to meet the goals of the City Council and City Manager and to serve as liaison between City management and the project management and technical staff.
- Directs the overall construction management for new or renovated municipal facilities, provides contractual oversight of professional design services and all related construction activities for the division;
- Formulates construction management policies, plans and programs for the organization;
- Provides direct input for proposals, strategic plans, presentations and participates in final pricing of proposals by providing counsel and information to customers on all aspects of the projects;
- Establishes project controls and process timelines to ensure projects are completed within time parameters and budget estimates;
- Monitors project status and financial reports by subordinate staff and provides management with timely reports;
- Responsible for the quality of services provided by the division and establishes performance metrics for quality control;
- Supervises, trains, and evaluates subordinate staff.
- Develops annual division operating plan and budget within established guidelines; and
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, scientific, administrative, or professional principles.
Reasoning Requirements	Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, concepts of analytic geometry, differentiation and integration of algebraic functions, or statistics applying such functions as frequency distribution, reliability, validity and correlation techniques; may use advanced mathematical concepts and models.
Language Requirements	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, or other complex disciplines; writes extremely complex papers and reports; speaks to high level scientific, political, economic, legal, medical or other professional groups.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, managerial, or scientific nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in engineering, architectural or construction management. Specialized courses in civil engineering and construction management preferred.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of ten years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Registered Virginia Architect or Professional Engineer License required (or licensure by comity within 6 months). Certified Construction Manager (CCM) or Certified Project Manager (CPM) certification desired."

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.