

CONSTRUCTION MANAGER II

DEFINITION

Under general direction, provides difficult and complex professional, technical, and administrative support for the Santa Clara County Housing Authority's (Agency) construction and rehabilitation projects and programs; coordinates assigned activities with other Agency departments, outside agencies, and the public; provides highly responsible and complex professional assistance to assigned management personnel in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director of Housing: Development and Inter-Agency. May exercise supervision over and/or provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

This is a journey-level classification in the construction management series. Incumbents perform the full range of duties related to the programs and activities of the division relating to the construction and rehabilitation projects for the Agency's owned/managed or privately-owned units. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires an extensive professional background as well as skill in coordinating divisional work with that of other departments, divisions, and outside agencies. This class is distinguished from the Construction Manager I in that the level II is responsible for more complex and higher-level project management functions and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, oversees, and participates in the construction and rehabilitation projects for Agency-owned and managed or for privately-owned housing units.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department.
- Participates in design development and construction document review for new construction and rehabilitation projects.
- Directs building construction and rehabilitation consultants and contractors on nature and extent of construction work appropriate for projects; reviews inspection reports; and documents the scope and requirements of construction/rehabilitation to ensure the development of the design meets the project requirements.
- Prepares, solicits and reviews bids and proposals for major equipment repairs, and capital improvement and construction activities related to Agency owned/managed multi-family residential communities; participates in the review and selection of bids.
- Conduct meetings with contractors, subcontractors and architects to coordinate the construction process; review and approve plans, specifications and designs and recommend actions; monitor schedule, monitor technical and safety requirements, ensure project documentation is maintained, review pay applications, inspect work and review change order requests.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, and procedures; identifies opportunities for improvement and recommends to the manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends discipline to the manager.
- Meets and confers with department staff regarding interpretations of policies and procedures.
- Monitors projects to ensure compliance with laws, regulations, codes, contracts and Agency standards and requirements.
- Creates and maintains a variety of records and files pertaining to construction and rehabilitation projects; reviews and contributes to the creation of Agency Board reports.
- Coordinates the team's activities with other agencies and Agency staff; provides technical direction and implementation strategy to staff in all construction matters.
- Assists Senior Development Manager in overseeing and administering activities of the Team.

- Monitors changes in laws, regulations, and technology that may affect Agency or divisional operations; implements policy and procedural changes as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of construction management and other types of public services as they relate to the area of assignment.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Participates in the planning, development, and implementation related to new housing development and/or acquisition deal negotiations.
- Performs special studies, analyses and projects as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited four-year college or university with major coursework in architecture, engineering, construction management, business administration, public administration or a closely related field; and five (5) years of experience in construction management or inspection.

Licenses and Certifications:

Possession of or the ability to obtain and retain a valid California Driver License and a driving record acceptable to the Agency.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of budget development and contract administration.
- Principles and practices of monitoring and evaluating work performance of contractors, consultants, engineers and subcontractors.
- Extensive knowledge, methods and techniques of building design and construction methods, techniques and industry standards and general knowledge of various skilled trades such as HVAC, plumbing and electrical systems repair and installation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including OSHA safety regulations and environmental remediation processes
- Principles and practices of housing development and rehabilitation activities.
- Methods and techniques for the development of presentations, construction cost estimating, contract interpretations and negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and practices related to physical assets, maintenance practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned projects.
- Plan, organize, assign, review, and evaluate the work of professional consultants, engineers and contractors.
- Effectively administer a variety of projects and administrative activities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
-

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various Agency development and meeting sites.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes/odors. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.