



## MANAGER OF SPECIAL CONSTRUCTION SERVICES

FC: MF400  
PB: 10

PC: 940  
BU: 95 (NR)  
October 2017

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Directs, manages, supervises and coordinates the special construction projects activities and operations of outside agencies performing construction work in and around District facilities; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Group Manager, Engineering; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This class manages major engineering construction projects from conceptual planning through completion throughout the District whether accomplished by contract or by District staff. The incumbent is accountable for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Engineering Division Manager classes in that the latter have ongoing responsibility for a specified engineering division.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for coordinating projects of outside agencies performing construction work in or around District facilities; reviews proposed scope of work and obtains approval from appropriate District divisions and departments.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

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5. Directs the preparation of and approves final plans, specifications, cost estimates, requests for proposals and bid documents; conducts or directs analytical studies.
6. Conducts inspections and monitors project status in compliance with mandated requirements; processes outside agency work order requests through District Committees; coordinates project scheduling.
7. Selects, trains, motivates and evaluates engineering personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
9. Participates in regular staff meetings with managers of other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
10. Serves as staff on a variety of boards, commissions and committees; prepares and presents periodic and special reports regarding division activities to management staff or other departments and other necessary correspondence.
11. Provides responsible staff assistance to the Group Manager, Engineering.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of structural engineering.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of engineering construction project coordination.

Principles, practices, methods and techniques of construction project coordination.

Principles and practices of program development and administration.

Materials and equipment used in construction projects.

Terminology, methods, practices, and techniques used in technical engineering report preparation.

Current office procedures, methods, and equipment including computers.

Principles and practices of project scheduling and management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent building codes, regulations and provisions.

Related Federal, State and local laws, codes and regulations.

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### **Skill in:**

Overseeing and participating in the coordination of complex construction projects.  
Overseeing, directing and coordinating the work of lower level staff.  
Selecting, supervising, training and evaluating staff.  
Participating in the development and administration of division goals, objectives and procedures.  
Preparing and administering large program budgets and contracts.  
Preparing clear and concise administrative and financial reports.  
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.  
Researching, analyzing and evaluating new service delivery methods and techniques.  
Interpreting and applying Federal, State and local policies, laws and regulations.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in engineering or closely related field from an accredited college or university.

#### **Experience:**

Five (5) years of (full-time) equivalent verifiable engineering construction project administration experience which must have included at least two (2) years of administrative and supervisory responsibility.

#### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.  
Must possess sufficient physical mobility to inspect construction in progress or review other projects.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; travel from site to site; exposure to computer screens.

#### **Physical Conditions:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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