

The Maryland-National Capital Park and Planning Commission

TITLE: Construction Manager GRADE: 32 DATE: 1/12/2017
SERIES: Design & Construction CODE: 3145 EEO: Officials/Admin FLSA: Exempt (E)

Class Definition:

Under direction, manages a County-wide park (or park/recreational) infrastructure and facility construction project management, construction inspection and land surveying work program; ensures work program and unit effectiveness. Supervises two or more full-time unit staff and oversees the work of consultants and contractors engaged in construction project management, construction inspection and land surveying. Reviews and approves applications for park permits and may review final construction plans, technical specifications and bid forms. Plans and coordinates construction projects managed in both design-build and design-bid-build approaches. Works adeptly as a unit manager across the phases of construction consulting in the design, construction and commissioning. Serves as member of the Division's management leadership team. Some work is highly sensitive as the work program has substantial County-wide impact. Applies comprehensive knowledge of construction industry and management practices with good working knowledge of related fields such as architecture, landscape architecture and engineering, and knowledge of project management and administrative management to ensure unit products and services are effective. Performs intensive analyses and makes probing assessments of multiple, interactive variables, including uncertainties, to determine effects on key projects and the overall work program. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present and defend, convince or persuade and achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities, and resources. The incumbent plans and manages all unit work within this framework and is held accountable for provision of effective construction products and services including soundness of professional advice and achievement of unit goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for problems beyond their scope. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including teamwork and intra-agency and interagency coordination problems.

Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (\pm 70%)
 - Manages a County-wide construction project management work program and unit. Keeps unit staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns and reviews the work of the unit. Provides input for, recommends and administers approved unit budgets (controls expenditures). Manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.

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3. Other ($\pm 10-20\%$)
- Stays abreast of current and new trends in construction management and construction technology, materials, methods and practices; evaluates potential for application in Commission projects.
 - Serves as a member of the Division's management leadership team. Identifies, recommends, and implements new work methods, policies, and procedures to enhance productivity and effectiveness. Works with other managers within the Division, and works with management teams to resolve problems, enhance teamwork, develop and implement Division-wide changes in policies and procedures. Makes presentations concerning major projects or proposed changes in policies, procedures and work methods.
 - Communicates and interacts with business contacts; which includes presentation, explanation and defense of construction projects or programmatic matters having greatest scope and impact, complexity or sensitivity for the Commission. Establishes, maintains and enhances working relationships. Promotes collaboration within the unit supervised and facilitates inclusion and sound group decision-making. Meets with individuals, special interest groups, community groups, public officials, representatives from other agencies and other stakeholders to explain or defend projects, answer questions, respond to complaints, obtain agreement, convince or persuade. Actively listens to ascertain key information including perspectives, concerns, wants and needs of others; ensures development of options and solutions that incorporate key stakeholder concerns into projects.

Important Worker Characteristics:

- A. (1) Comprehensive knowledge of the concepts, principles, techniques and practices of construction management, construction inspection, land surveying and the construction industry.
- (2) Good working knowledge of environmental engineering, geo-technical engineering, other engineering specialties, architecture, landscape architecture, urban and regional planning, and related fields as they provide context for and support project planning and execution.
- (3) Knowledge of:
- Building and building system functionality, maintainability and sustainability including green building objectives, principles and practicalities for site evaluation, value engineering and cost control.
 - The characteristics and uses of construction and building materials including state-of-the-art technology and materials.
 - Key aspects of land surveying pertinent to projects.
 - County*, Maryland* and Federal codes, industry standards and other guidelines affecting construction such as building codes, use and occupancy requirements, County soil erosion, sediment control, stormwater management and forest

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- conservation requirements, fire protection and historic preservation requirements, US Army Corps of Engineers (USACE) and Maryland Department of the Environment (MDE) requirements, Federal and Maryland construction safety standards, various Code of Maryland (COMAR) Titles, American Society of Testing and Materials (ASTM) standards for various materials, products and methods of construction, Consumer Product Safety Commission (CPSC) Guidelines for Design of Public Playgrounds, and accessibility provisions of the Americans with Disabilities Act (ADA).
- Commission organization, policies, and procedures (including design and construction management processes).*

**Typically acquired or fully developed primarily after employment in this job class.*

- A. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- B. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include developing and implementing short- and long-term work objectives and goals; allocating resources within the team; applying a variety of quantitative and qualitative measures to construction management problems; assessing project scope, approaches, and recommending or deciding priorities; and solving construction project management or team issues.
- C. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, at times, be convinced or persuaded. This includes skill in actively listening and encouraging effective communication by others such as project staff, consultants and contractors concerning project scope, estimates, costs, and risks; and skill in effective dialogue with special interest groups and community stakeholders.
- D. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner; this includes establishing and maintaining working relationships and working as a member or a leader of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

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Minimum Qualifications (MQs):

1. A Bachelor's Degree in Construction Management, Engineering, Landscape Architecture, Architecture or a related field.
2. Seven years of progressively responsible construction management experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 11 years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Must obtain and maintain a Maryland Responsible Person Certificate ('green card') for soil erosion and sediment control within six months.

Working Conditions:

Works in indoor and outdoor settings. Work is mainly sedentary, but requires some occasional exertion in the field and at construction sites. Is occasionally exposed to inclement weather and construction site hazards including close proximity to energized equipment and moving vehicles. Maintains situational awareness, adheres to established safety procedures, takes care and wears personal protective equipment to minimize potential hazards to self. May be subject to various job demands such as high volume of work and tight deadlines.