

CONSTRUCTION MANAGER

DEFINITION

Under policy direction, manages the efforts of judicial branch staff and contractors in the planning, implementation, construction progress review, and problem solving for construction of new and modernization of existing judicial branch facilities; performs related work as assigned.

CLASS CHARACTERISTICS

Construction Manager is a single-level management classification responsible for the construction program for judicial branch facilities including determining and negotiating appropriate contracting terms and methods for construction projects, developing program guidelines, standards and procedures for complex building construction projects, including construction risk, value engineering and schedule management and overseeing the administration of construction contracts and the management of associated project progress, scope and budget. Incumbents are responsible for managing personnel and programs which are associated with the planning and execution of construction projects for the courts, within organizational and policy confines, while ensuring accomplishment of organizational goals and objectives. This class is distinguished from the general *Manager* classification in that the latter manages a program or unit of the Judicial Council.

EXAMPLES OF DUTIES (*illustrative only*)

- Resolves complex construction project related issues, disputes, and disagreements.
- Reviews status and overall construction project progress relative to submitted construction schedules.
- Oversees the planning, monitoring and administration of budgets for all construction projects and assesses impact on judicial branch.
- Develops judicial branch construction program guidelines and procedures for contracting sources, types and standards, scheduling methods and techniques, policies and programs, including construction risk, value engineering, cost planning and benchmarking.
- Defines program limitation and goals.
- Performs monthly reviews and updates of payment progress and cash flow for construction projects.
- Performs an annual review and update of program guidelines and procedures.
- Reviews plans and specifications and oversees document approvals including permitting and approvals, manages contracting and source review, including estimating, bidding and contract negotiation.
- Participates in planning and design of projects prior to construction.

- Performs constructibility and value engineering analysis including the preparation of comments.
- Establishes professional development component and conducts training.
- Identifies, prepares, and procures additional construction management services.
- Manages contracts, progress payment reviews, schedule, and quality of project.
- Monitors project progress and assists subordinate staff on complex projects.
- Conducts project site visits during construction and monitors the inspection process.
- Monitors annual construction management budget expenditures.
- Assesses bid specifications for probability for completion under stated timeline.
- Reviews status and monitors variances of the construction project database relative to scheduling and cost control reporting.
- Reviews and verifies managers' submitted applications for payment and performs overall fiscal management of multiple construction projects.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- Design and construction processes, including contract administration.
- Professional services agreements, binding documents, and contractual requirements applicable to judicial branch projects.
- Principles of contract law, scheduling, estimating, and construction of buildings and structures.
- Budgetary planning and control.
- Principles of organization, management, and supervision.

Ability to:

- Plan, coordinate, and provide leadership.
- Identify problems in designs prepared by others.
- Plan, manage, and deliver multiple projects and provide effective oversight to multiple operations.
- Evaluate operational effectiveness of construction project team members.
- Provide impartial and effective analysis of claims and disputes.
- Organize own work, set priorities, and meet critical deadlines.
- Plan, organize, review, and evaluate the work of consultants, contractors, and others.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, and project management software.

- Prepare and deliver effective oral presentations.
- Prepare clear and concise written communications and reports.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Graduation with Bachelor's degree from an accredited college with a degree in architecture, engineering, construction management, business, or a related field is required. Seven years of experience in the construction field is required. At least three of the seven years should consist of increasingly responsible construction management experience complete with responsibility for institutional or commercial projects including their direction, planning, and design.

Possession of a directly related postgraduate degree may substitute for one year of the required experience.