GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: MAY 1, 2015
REVISED: OCTOBER 7, 2015
CLOSING DATE: OCTOBER 20, 2015

DEPARTMENT: **Public Works Engineering**

POSITION: **Construction Project Manager**

LOCATION: **Globe**

JOB CODE: **15-034**

ANNUAL SALARY: **$46,597.00-$52,189.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to ensure that county construction projects comply with all regulations.
This position supervises and manages county construction projects and reviews, issues, and inspects permits for grading, drainage, and right of way. The position also involves addressing constituent concerns related to Gila County.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Manages and supervises county construction projects; designs, plans and coordinates bidding on County construction projects; oversees projects from inception to completion; prepares detailed scope of services/work, develops and monitors schedules and budgets, and monitors performance of staff and consultants; establishes priorities and adjusts schedules to meet priorities as established by Director or his designee.	15%
• Reviews and comments on plans; monitors and inspects new construction work in progress including right-of-ways, roads, bridges, alleys, drainage, utility placement in new subdivisions, and other Gila County projects.	15%
• Coordinates with contractors and ensures construction work processes and materials utilized conform to required specifications, plans and standards; attends utility construction, pre-construction and safety meetings.	15%
• Prepares and maintains required documentation including field notes, progress reports, pay estimates, as-built, and other relevant paperwork; manages and/or coordinates payments made to contractors.	15%
• Reviews, issues, and inspects grading, drainage, and right of way permits; inspects public roadways to ensure compliance with County standards and regulations.	10%
• Responds to constituent complaints, reporting county issues to supervisor and developing solutions; investigates and resolves public complaints regarding Gila County issues.	10%
• Reviews traffic plans related to construction; monitors Public Works personnel and contractor safety.	10%
• Ensures compliance with applicable Federal and State safety regulations and construction standards; approves and issues right-of-way and grading permits; reviews permits and final inspections.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved resources involving capital development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits formal letters, emails and reports.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED

Associates Degree Technical Discipline.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Seven (7) years of experience in construction, inspection, and maintenance of roads, bridges or other public works facilities including project administrative experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None.

KNOWLEDGE REQUIRED

Customer and personal service, building and construction, transportation technology, excavation, grading, and compaction, traffic control procedure.

Public Works construction projects and processes; road construction practices, techniques and standards; engineering drawings; construction traffic plans; inspection protocol and standards in relation to construction; field surveying methods and techniques; construction safety standards, regulations and practices; principles and practices of project management; supervisory principles, practices and methods.

SKILLS REQUIRED

Active listening, analytical thinking, communicating diplomatically, negotiating, problem solving, time management, quality control analysis, multi-tasking, managing and coordinating all aspects of Public Works construction projects and personnel.

ABILITIES REQUIRED

Solve problems, deductive reasoning, make sense of multiple information, multi-task, maintain calm demeanor in stressful situation, consider options, risks and benefits.

Ability to design and direct County construction projects; inspect construction work in progress; ensure processes and material conform to plans, specifications and standards; review and issue grading and right-of-way permits; inspect public roadways and review traffic plans; investigate and resolve complaints regarding public works activities/issues; communicate effectively orally and in writing; supervise, lead, and delegate tasks and authority.

PHYSICAL DEMANDS

- Regularly sits to complete report, operate computers, to complete a program, and to attend to other duties.
- Routinely lifts over 50 lbs. of work related materials, equipment, tools, and/or gears.
- Regularly requires dexterity for keyboard operation; routinely requires dexterity for special gadgets.
- Incumbents in this position may be required to routinely walk; occasionally bend.

WORK ENVIRONMENT

Work is performed in a standard office environment as well as on location at construction work sites; exposure to variable and/or extreme weather conditions and general construction hazards; standing, walking, driving and lifting up to 50 pounds is involved.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers, or citizens, emotional customers, or citizens, extreme temperature, noise and vibration, wetness and humidity.

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PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. This position routinely requires safety foot wear, eye protection devices and a hard hat.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.