

CITY OF IRWINDALE

CONSTRUCTION COMPLIANCE MANAGER

*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.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Construction Compliance Division within the Public Works Department including the construction of Capital Improvement Projects and Housing Development Projects; manages private development projects including plan checking, cost estimates, and security bonds review; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director/City Engineer.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for assigned services and activities of the Construction Compliance Division including the construction of Capital Improvement Projects and Housing Development Projects; oversees the preparation of plans and specifications, bid process, and selection process for construction management and inspection services.
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 construction compliance staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Participates in the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Manages construction and post construction of Capital Improvement Projects including controlling cost and scheduling; oversees and coordinates contractors, consultants, vendors, and city staff to execute and complete capital projects; negotiates, administers, and controls public works contracts and related documents.
8. Manages Housing Development Projects from design and other agencies approvals; reviews construction schedules, cost estimates, security bonds, change orders, and submittals.
9. Oversees the issuance of encroachment permits and coordinates inspection of private development and utility companies projects.

CITY OF IRWINDALE

Construction Compliance Manager (Continued)

10. Reviews and approves plans for residential and commercial projects for the Engineering Division.
11. Prepares Conditions of Approval for Planning Department for new developments.
12. Assists the general public at the front desk and provide public records as requested.
13. Prepare sketches and exhibits for various reports including mining, capital improvement projects, housing development projects, and private developments.
14. Serves as a liaison for the Construction Compliance Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
16. Provides responsible staff assistance to the Public Works Director/City Engineer; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to construction compliance programs, policies, and procedures as appropriate.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of construction; incorporates new developments as appropriate.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a construction compliance program.
Engineering construction and design practices.
Modern and complex principles and practices of civil engineering.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles and practices of record keeping.
Advanced principles and practices of project management and administration.
Methods and techniques of contract negotiations and administration.
Methods and techniques of engineering plan review and analysis.
Engineering maps and records.
Principles of business letter writing and basic report preparation.
Principles of municipal budget preparation and control.
Principles of supervision, training, and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management of a comprehensive construction compliance program.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer budgets.

Construction Compliance Manager (Continued)

Prepare clear and concise administrative and financial reports.
Read, interpret, and analyze engineering manuals, drawings, plans, specifications, cost estimates, construction schedules, layouts, and schematics.
Coordinate the project management of multiple Capital Improvement Projects.
Negotiate and manage construction contracts.
Maintain detailed project management records and documentation.
Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
Plan and organize work to meet changing priorities and deadlines.
Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering, construction management, or a related field.

Experience:

Five years of increasingly responsible engineering experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office, field, and construction site setting; travel from site to site; some exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment; work or inspect in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, climb ladders and walk on uneven terrain, loose soil and sloped surfaces; reach and twist; push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.

Hearing: Hear in the normal audio range with or without correction.