



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Construction Manager  
**Department:** Public Works  
**Classification:** 1013  
**Pay grade:** 20C  
**FLSA:** Non-Exempt

**Prepared Date:** 8/07  
**Approved By:**  
**Approved By:**

### **Summary**

Coordinates, schedules, assigns, monitors, and inspects work of contractors in the performance of various drainage construction projects.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Coordinates, schedules, assigns, monitors, and inspects work of contractors in the performance of various drainage construction projects to include traffic circles, fountains, parking lots, paving, road widenings, sidewalks and curbing work. Reviews blueprints, plans, specifications, and contracts. Estimates costs and identifies problem areas.

Verifies invoices for accuracy and proper payment.

Inspects ongoing and completed construction work to ensure compliance with approved plans and specifications, City ordinances and department regulations. Tracks progress and costs of completed work. Verifies contractor invoices. Prepares project status reports.

Coordinates activities with other City departments and outside agencies to include Miami-Dade County Public Works, Florida Department of Transportation, and FPL. Prepares service requests to initiate required City services.

Communicates with residents and business owners to provide advance notice of scheduled construction work, and respond to questions and concerns.

Issues code enforcement violations and parking tickets to contractors when required.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of procedures, practices, methods, materials and equipment required to perform drainage construction projects, to include traffic circles, fountains, parking lots, paving, road widenings, sidewalks and curbing work; legal and departmental regulations relating to public works construction and contract requirement. Basic principles of civil engineering relating to public works construction. Code compliance practices. Supervisory practices.

Ability to coordinate, schedule, assign, and monitor work performed by contractors, conduct detailed technical inspections or ongoing and completed construction work, read and interpret blueprints, plans, specifications, and contracts, track, monitor and record ongoing construction work projects, estimate and monitor costs of construction work projects. Ability to communicate professionally with contractors, engineers, architects, outside agencies, other City departments, residents and business owners. Ability to supervise the work of others in a manner conducive to full performance and high morale. Skills in construction inspection work, project management, and oral and written communication and organization.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work is predominantly outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must be able to wear hard hat /helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk, bend and work in awkward and uncomfortable positions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

High school diploma or equivalent.

Seven (7) years of experience in project management, public works, construction, civil engineering, or related experience.

Experience must include construction inspection work and a minimum of three (3) years experience supervising construction projects.

Valid Florida Driver's License