

CONSTRUCTION SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: The Construction Supervisor class reviews and evaluates public works construction projects as the projects transition from the project design/preconstruction phase to the construction phase for constructability and biddability, to ensure each project can both be constructed and bid as designed and to address mitigate/resolve scheduling and construction issues; reviews project plans and specifications to identify and resolve construction issues that may impact the project's schedule, costs, or construction quality, and to proactively identify and implement corrective measures in the field to mitigate/resolve the issues; analyzes and settles project construction schedules to identify and address constraints; works with client departments and outside agencies to coordinate construction activities; and discusses/communicates significant project changes/decisions with the assigned project manager. The Construction Supervisor class assesses and determines whether contractors' work is viable; negotiates with contractors regarding contract compliance, additional work requests, and project schedules/potential delays; reviews contractor requests for additional payments and time extensions, and communicates/coordinates with the assigned project managers; reviews and approves traffic control plans for projects; and leads project close-out procedures for entire projects. This class also supervises and coordinates the work of the construction inspection staff (Construction Inspector Is/IIs and Construction Inspector Trainees); trains the inspection staff on construction and inspection methods and safety procedures; reviews the project construction schedules for feasibility; and drafts written policies, procedures, goals, objectives, and standards related to construction and inspections.

Right of Way Assignment: The Construction Supervisor assignment is responsible for supervising, coordinating, and evaluating construction inspection staff responsible for plan review; inspecting permitted activities within the public right of way; and administering related permits. This position is responsible for planning, prioritizing, assigning, and monitoring workloads to ensure adequate coverage and timely completion of assigned work; establishing work standards, goals, and performance and productivity expectations; reviewing workload and performance data; providing technical direction; project and permit project phasing and sequencing; identifying and analyzing complex problems, evaluating alternatives, and implementing appropriate solutions and support in resolving complex construction, restoration, utility, stakeholder, and compliance issues; and performing field inspections and plan reviews as needed.

Duties include ensuring work complies with approved plans, permits, City and MAG specifications, standards, codes, and right-of-way requirements; coordinating construction activities and resolving field, restoration, access, and right-of-way concerns with permittees, contractors, utilities, engineers, residents, businesses, City departments, and outside agencies; reviewing schedules and phasing; identifying constraints; coordinating corrective actions; and assisting with enforcement of applicable requirements. The position also oversees administrative activities including plan reviews, permit processing and closeouts, inspection records, materials testing, fees, and required record drawings and data; ensures accurate and complete documentation; and provides training, coaching, and corrective direction to inspection staff. The Construction Supervisor will also be responsible for conducting plan review and inspection services.

Distinguishing Features: The Construction Supervisor class provides primary supervision, performance management, and technical oversight of construction inspection services. This class

supervises Construction Inspector II staff who are responsible for performing quality assurance inspections; administering City permits and contracts; and serving as a field resource for City staff, contractors, developers, and non-city utility companies. The Construction Supervisor is responsible for ensuring the consistent and effective administration of the City's construction inspection and permit plan review and issuance programs. The Construction Supervisor class differs from the Engineering Designer and Civil Engineer classes in that its primary responsibility is the supervision and administration of construction inspection activities, rather than design oversight or overall project responsibility for assigned capital improvement projects. This class is supervised by a Deputy Engineer, Right-of-Way Manager, or Supervising Engineer through meetings, reports, and review of project status and overall results achieved. This class is FLSA exempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to a Bachelor's Degree in Construction Management, Civil Engineering, or related field and good (1 - 3 years) paraprofessional engineering experience; OR extensive (5+ years) experience managing the construction phase of public works projects and/or inspecting public works construction projects. Good (1 - 3 years) experience as a lead or supervisor, or as a City of Mesa Construction Inspector II.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Due to the required access to all City buildings for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa to allow full, unescorted access to Police facilities (*by assignment*).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Bachelor's Degree in Construction Management, Civil Engineering, or related field.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with contractors, assigned project managers, inspection staff, developers, private engineers, non-City utility companies, management, and the public to clarify the needs and requirements for construction delivery, constructability, permitting, and biddability. Advises contractors and non-City utility companies on policies, procedures, permit requirements, and

acceptability of proposed methods. Initiates and responds to contractor and utility company correspondence. Communicates with contractors, non-City utility companies, and project managers to resolve construction and utility issues that may impact the project's schedule, costs, construction quality, access, or right-of-way; to implement corrective measures in the field to mitigate or resolve the issues; and to address contractor and utility company requests related to construction activities. Communicates with contractors regarding contractor requests for additional payments and time extensions. Discusses and communicates significant project changes and decisions with the assigned project manager. Communicates with management, assigned project managers, public relations staff, and other City staff to address and disseminate information about construction phases, traffic control plans, utility impacts, contractor negotiations, and other construction-related impacts.

Manual/Physical: Reads and interprets project plans, specifications, permits, and schedules. Detects errors, omissions, and other issues in design plans, permit documents, and construction projects. Operates a City vehicle requiring a standard Class D Arizona Driver's License to travel to job sites to review work in progress, conduct inspections, verify compliance with approved plans and permits, identify and implement corrective measures in the field, and review the work of and provide assistance to construction inspection staff. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, permitting, and other work-related problems. Conducts research and analyzes data regarding regulatory standards, permits, record drawings, claim quantities, and operations data. Performs mathematical calculations, financial and cost analysis, and design calculations. Comprehends and makes inferences from written material, including specifications, permits, change orders, and related documents. Meets scheduling and attendance requirements. Perceives the full color spectrum in order to check colors of paint, block, tile, and electrical wire for use in City facilities. Detects natural gas leaks and smoke caused by electrical shorts. Detects traffic sounds when working near moving traffic, and backup warning devices when working around moving equipment, sirens, and calls for help. Uses common hand tools such as a hammer, screwdriver, chisel, shovel, or pick to obtain soil or asphalt samples for testing. Moves objects such as soil and asphalt samples weighing up to 30 pounds, for a distance of up to 15 feet. Works in a variety of weather conditions while conducting inspections, reviewing projects and field conditions, and supervising inspection staff. Works in small, confined, or congested areas and around construction equipment, traffic, and other job-site hazards.

Mental: Conducts constructability and biddability reviews of designs and provides input to project teams. Evaluates and provides input on work sequences and schedules with contractors, utilities, and City units such as Traffic and Streets, Parks, and Utilities, as well as with state and county agencies. Reviews project plans, specifications, permit applications, and construction schedules for completeness, feasibility, constructability, and compliance with applicable requirements. Reviews reports on projects under construction. Identifies and resolves construction and permitting issues related to the project's schedule, costs, construction quality, or compliance. Mitigates/resolves scheduling, construction, and permitting issues. Identifies and implements corrective measures in the field. Analyzes and settles project construction schedules. Works with client and other City departments and outside agencies to coordinate construction activities, permitting, traffic control, etc. Negotiates with contractors regarding contract compliance, additional work requests, and project schedules/potential delays. Reviews contractor requests for additional payments and time extensions and communicates/coordinates with the project manager. Reviews and approves traffic control plans for projects. Oversees permit issuance, modifications, and closeout activities; and ensures permitting requirements are coordinated with construction inspection activities. Leads project close-out procedures for entire projects. Supervises and coordinates the work of the construction inspection staff for public works projects. Trains the

inspection staff on construction, inspection, and permitting methods and safety procedures. Drafts written policies, procedures, goals, objectives, and standards related to construction, permitting, and inspections of public works. Reviews construction schedules for feasibility using Critical Path Method (CPM) and Gantt software. Assigns inspection work priorities and outlines basic approaches to be taken in their completion. Reviews inspection work in progress and upon completion. Monitors consultant inspectors under contract to the City. Manages staffing to improve balanced workload and flexibility to handle workload. Evaluates inspection workload and performance data to identify trends, workload imbalances, productivity concerns, and operational issues; and identifies and analyzes problems, exercises sound judgement, and implements appropriate solutions or corrective actions.

Knowledge/Skills/Abilities:

Knowledge of:

construction practices and techniques, including construction sequencing, means and methods, site conditions, materials, restoration, traffic control, utility coordination, and quality control and assurance; civil engineering terminology, plans, specifications, and technical documentation; public works design, standards, materials, and construction methods and techniques used in the design and construction of capital improvement projects; principles and practices of civil engineering as related to public works construction; construction inspection methods, practices, and standards; permit requirements, plan review, issuance, modification, and closeout processes applicable to public works construction; project management principles and practices; change order processes, management, and negotiations; contract administration, policies, procedures, rules, and laws; other applicable standards, regulations, procedures, and specifications; applicable federal, state, and local laws, codes, regulations, and ordinances; and supervisory principles and practices.

Skill in:

analyzing designs and conducting technical reviews of project plans, specifications, permit applications, and construction documents; evaluating project costs, budgets, schedules, and construction sequencing; analyzing and preparing cost estimate changes for contract projects; interpreting and reviewing construction schedules, documents, permits, change orders, submittals, and related technical information; reviewing permit applications and plans for completeness, constructability, and compliance with applicable requirements; coordinating with project managers and other City departments, contractors, utilities, consultants, and outside agencies on multiple projects simultaneously; interpreting and applying applicable laws, codes, regulations, standards, specifications, and permit requirements; performing advanced mathematical calculations, financial and cost analysis, and design calculations; identifying, analyzing, and resolving construction, permitting, utility, and field issues; communicating technical information effectively, both verbally and in writing; and supervising, leading, training, coaching, and evaluating staff.

Ability to:

review construction engineering plans, specifications, permit applications, and related documents for constructability, biddability, completeness, and compliance with applicable requirements;
read, interpret, and apply plans, specifications, permits, and technical documents to various aspects of construction in progress;
detect errors and omissions in design, permitting, and construction documents and anticipate potential construction, permitting, utility, and field issues;
evaluate cost proposals and requests related to change orders;
negotiate and administer construction contracts and manage change order processes;
evaluate construction schedules, identify potential delays and constraints, and coordinate corrective actions;
apply applicable laws, codes, regulations, standards, specifications, and permit requirements to construction and inspection activities;
communicate clearly and effectively, both orally and in writing, with contractors, project managers, utilities, developers, City staff and officials, outside agencies, and the public;
establish and maintain effective working relationships with project managers, contractors, subordinates, coworkers, management, City staff and officials, developers, non-City utility companies, outside agencies, and the public;
supervise, lead, train, coach, assign, and evaluate staff and effectively manage competing priorities and workloads;
work effectively with others as part of an assigned team or in conjunction with a work group;
make sound decisions and exercise independent judgment in resolving construction, permitting, contractual, and field issues; and
use and instruct staff in the use of quality control equipment, instruments, and inspection methods.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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RM/js/ah

CS5404.DOCX

EEO - Tech

JOB FCTN – TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE 56

IND – 9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 72-200