

## 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; review 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; analyze and settle project construction schedules to identify and address constraints; work with client departments and outside agencies to coordinate construction activities; and discuss/communicate 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.

**Distinguishing Features:** The Construction Supervisor class supervises the Construction Inspector II class which is primarily responsible for performing quality assurance inspections and administering City contracts, serving as a field resource for both City staff and contractors/developers, and assisting in the training of new/lower-level inspection staff but does not have full supervisory responsibilities. The Construction Supervisor class also differs from the Engineering Designer and Civil Engineer classes that oversee the other project phases and have total project responsibility for assigned projects. This class is supervised by a Supervising Engineer or Deputy Engineer through meetings and reports concerning 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 lead or supervisor experience or as a City of Mesa Construction Inspector II.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire 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, management, and the public to clarify the needs and requirements for construction delivery, constructability, and biddability. Advises contractors on policies, procedures, and acceptability of proposed methods. Initiates and responds to contractor correspondence. Communicates with contractors and project managers to resolve construction issues that may impact the project's schedule, costs, or construction quality; to implement corrective measures in the field to mitigate/resolve the issues; and address contractor requests for additional payments and time extensions and to settle project schedules for constraints in the construction phase of projects. Communicates with contractors regarding contractor requests for additional payments and time extensions. Discusses/communicates significant project changes/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 and impacts, contractor negotiations, etc.

**Manual/Physical:** Reads and interprets project plans, specifications, and schedules. Detects errors, omissions, and other issues in design plans for construction projects. Operates a City vehicle requiring a standard Class D Arizona Driver's License in order to travel to job sites to review work in progress, to identify and implement corrective measures in the field, and to review the work of and provide assistance to construction inspection staff. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems. Conducts research and analyzes data regarding regulatory standards, 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, change orders, etc. 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 inspecting projects and supervising subordinates. Works in small, cramped areas while inspecting in manholes, vaults, and inside formwork. Works at elevated levels, up to 30 feet, while inspecting bridges, pump stations, and buildings. Uses and instructs staff in the use of quality control equipment and instruments.

**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, and construction schedules for feasibility. Reviews reports on projects under construction. Identifies and resolves construction issues related to the project's schedule, costs, or construction quality. Mitigates/resolves scheduling and construction 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, 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. 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 and inspection methods and safety procedures. Drafts written policies, procedures, goals, objectives, and standards related to construction 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.

**Knowledge/Skills/Abilities:**

Knowledge of:

construction practices and techniques and civil engineering terminology;  
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;  
project management principles and practices;  
change order processes/management negotiations;  
contract administration, policies, procedures, rules, and laws;  
other standard regulations, procedures, and specifications;  
applicable federal, state, and local laws, codes, regulations and/or ordinances;  
supervisory principles and practices, and  
the construction inspection methods and standards.

Skill in:

analyzing designs and conducting technical review of project plans;  
evaluating project costs, budgets, and schedules;  
analyzing and preparing cost estimate changes to contract project(s);  
interpreting and reading construction schedules, documents, change orders, and submittals;

working with project managers on multiple projects simultaneously;  
interpreting and applying applicable laws, codes, regulations, and standards;  
performing advanced mathematical calculations, financial, and cost analysis;  
design calculations; and  
supervising/leading staff.

Ability to:

review construction engineering plans and specifications for constructability and biddability;  
read and interpret plans and specifications and apply them to various aspects of construction in progress;  
detect errors and omissions in design and construction projects, and anticipate construction issues;  
evaluate cost proposals related to change orders;  
negotiate and design construction contracts and change order management;  
communicate clearly and effectively both orally and in writing;  
establish and maintain effective working relationships with project managers, contractors, subordinates,  
coworkers, management, City staff and officials, developers, outside agencies, and the public;  
work effectively with others as part of an assigned team or in conjunction with a work group; and  
use and instruct staff in the use of quality control equipment and instruments.

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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MR/yf/js

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EEO - Tech

JOB FCTN - TEC

INCREMENTS 64-200

PAY GRADE 54

IND - 9410

SWORN - No