

CITY OF GLENDALE

TITLE: Construction Engineering Supervisor CLASS CODE: 785

REPORTS TO: Assistant City Engineer GRADE: 27

DEPARTMENT: Engineering FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg MEDICAL EXAM:

JOB SUMMARY:

Plans, organizes and supervises the activities and staff involved in the construction and inspection of City improvement projects and private development within the City right-of-way or easements.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, coordinates and supervises the inspections of City improvement projects and private development within the City's right-of-way or easements.
2. Plans, supervises, and evaluates the work of the construction and utility inspectors.
3. Interprets and explains construction standards and inspection compliance issues.
4. Monitors inspection projects to insure contractor compliance with specification and design standards.
5. Acts as inspection liaison between the City and contractors, developers and utility companies.
6. Responds to and resolves citizen problems or requests.
7. Conducts pre-job, plans review, and project meetings with inspectors and contractors.
8. Prepares written correspondence and oral communications regarding inspection activities.
9. Resolves construction related problems and mediates inspector/contractor disputes.
10. Prepares Council communications relating to construction issues.
11. Reviews inspector's project logs for timeliness and completion; project test reports are up to date.
12. Conducts final project walk-through.
13. Reviews project submittals for compliance with project specifications.
14. Analyzes cost proposals for projects; approves contractors pay requests. .

SECONDARY FUNCTIONS:

15. Represents City at professional and technical meetings and conferences.
16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Principles and practices of Civil Engineering.
Federal, state, county and City laws and regulations pertaining to civil engineering inspections.
Materials, methods, and techniques of construction and inspections.

Ability to:

Supervise, train and develop employees.
Determine adherence of construction jobs to engineering plans and specifications.
Provide liaison between inspectors, contractors, developers to resolve inspection issues.
Perform construction cost analysis and estimations.
Negotiate alternatives to insure compliance with engineering standards and regulations.
Communicate effectively verbally and in writing.
Establish and maintain effective working relationships with inspectors, contractors, developers, city staff and the public.
Plan, organize, supervise and evaluate the work of subordinates.
Read engineering drawings and specifications and interpret them for construction control purposes.

WORKING CONDITIONS:

Office setting with occasional field inspections of projects.

MINIMUM QUALIFICATIONS:

Requires a two year Associates Degree in Civil Engineering, construction, inspections, or a related field and five years of civil engineering or engineering inspections work including two years of supervisory experience.
Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Requires a valid Arizona driver's license.
Requires NICET IV certification in one sub-field.