

**MIDDLESEX COUNTY UTILITIES AUTHORITY
JOB DESCRIPTION**

JOB TITLE: Construction Manager

DEPARTMENT: Central Administration
LOCATION: Central Treatment Plant/ as assigned
SALARY LEVEL: E-7
REPORTS TO: Senior Program Manager

DIVISION: WW & SW
EXEMPT: Yes
SHIFT: No
NEW: 2.9.26

SUMMARY: Supports all Senior Program Manager functions with focus on Construction performance of assigned projects, including: schedule compliance, financial performance, scope adherence, site visits, progress monitoring/reporting, stakeholder coordination, process and operations impact analysis, and managing consultants. Provides coordination with all integral departments such as Operations, Maintenance and Senior Management.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following and others as assigned:

Responsible for the on-time performance, scope adherence, and budget of assigned projects.

Support the Capital Project development and authorization process, including monthly Capital reporting

Act as liaison between the Authority contracted engineering professionals, in house engineers, Operations, Maintenance, and Senior Management during Design, Bidding and Construction phases of the project.

Assist in providing monthly updates to executive staff on project performance, including Capital Project Snapshot reports.

Serve as designated MCUA Construction Coordinator.

Attend progress and schedule meetings.

Coordinate with third parties such as Utility Companies, agencies, and residents.

Review Request for Information (RFI)

Coordinate Maintenance of Operations during construction activities.

Recommend operations personnel needed for various project meetings.

Monitor status of all MCUA construction activities.

Attend Progress Meetings.

Review Contractor progress payments and Engineering recommendations on behalf of the Chief Engineer, and Director of Special Projects.

Review PCO's and change orders with Chief Engineer for consistency with contract.

Be the MCUA's point person to coordinate Owner requested changes with MCUA Staff and Engineer of Record

Review Engineer's monthly invoices for construction activities.

Provide Owner review of 90% design documents for constructability and interference with Owner's operations.

Coordinate authorized shutdowns during construction with MCUA staff.

Coordinate training sessions for MCUA personnel on construction projects.

Direct other MCUA staff to assist on operations coordination during construction.

Maintain construction files and coordinate filing with other MCUA personnel for consistency.

Manage Owner's closeout responsibilities within MCUA.

Review record drawings for filing within MCUA

Supports the coordination of contractors' work, consultants, vendors and/or organizational units assigned to the project.

Supports the Board process relative to required documentation.

Reviews contractor payment requisitions and consultant invoices to ensure expenditures are reasonable, in accordance with the agreement terms and conditions, and with the work-in-place.

Evaluates design changes, specifications, change orders and drawing releases and recommends approval/processing to Senior Program Manager.

Develops project reports, inclusive of variances and cost performance metrics as required.

When necessary, interface with consultants, contractors, vendors, and other stakeholders impacting assigned projects.

When necessary, directly interfaces and engages with State and Federal regulatory agencies with respect to compliance and/or other requirements.

Complies with applicable safety and health policies and procedures and performs other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Associate of Science Degree with major coursework in construction or related discipline; Five (5) years of experience in construction management or project management. Relative experience acceptable in lieu of education

LANGUAGE SKILLS: Ability to read, analyze, and interpret Contract Documents consisting of Plans and Specifications, Scheduling Software such as Project or Primavera, scientific and technical journals, legal documents, and governmental regulations. Ability to communicate effectively and quickly with all team members, write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, government/regulatory officials, and the general public.

MATHEMATICAL SKILLS: Ability to calculate and apply figures and amounts such as rate, ratio, proportions, percentages, area, circumference, weight, and volume to practical situations. Ability to apply concepts from statistics, algebra, and calculus.

OTHER SKILLS AND ABILITIES: Basic knowledge of administrative, organizational, and communications practices. Ability to handle multiple and simultaneous projects with variable complexities under constrained schedules and assist in the management and prioritization, multi-discipline assignments. Basic solving, negotiation, and conflict resolution skills especially with Contractors. Working knowledge of materials handling and control systems and applications. Knowledge of available technologies, services, vendors, and agencies to ensure technical support for wastewater and solid waste performances. Ability to assist in the development, management, and delivery of multiple projects and programs in a timely manner. Ability to work harmoniously with associates and other stakeholders. Ability to work harmoniously in a multi-task, multi-agency environment.

LICENSES: Must possess a valid state of residence Driver's License and meet MCUA insurance requirements.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; in outside weather conditions; and is occasionally exposed to wet and/or humid conditions, loud noises, fumes, noxious odors, dust or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The

noise level in the work environment is usually quiet.