



# DEPARTMENT OF INFRASTRUCTURE AND DEVELOPMENT

## Construction Manager

**Salary:** \$72,770-\$78,769

**Type:** Fulltime (35 hrs/week)

**Benefits:** Full benefits

**Date Posted:** 12/06/2024

### About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

### Profile

The Construction Manager oversees the City's capital construction program and inspection staff. Projects include infrastructure work in the City's right of way and on City properties and developer construction of public infrastructure. The Construction Manager will also manage the City's stormwater inspection program.

This candidate will be responsible for all construction planning and contract management including estimating, schedules, payments, change orders, inspections, and close out.

The Manager will supervise multiple construction inspection staff members. They will collaborate closely with engineers, city planners, surveyors, procurement staff, and City administration. Position also requires coordination with all authorities having jurisdiction.

### Education

- Degree in Construction Management, Engineering, or Architecture, **or** completion of trade program preferred.

### Experience

- Five (5) years experience working on capital construction projects
- Two years experience supervising construction management, inspection, or trade staff.

### Requirements/Certifications

- Certifications from CMAA, ACI, MAA, NICET, and related organizations are preferred.
- Valid Driver's License.

### How to Apply

**1** Visit [salisbury.md/apply](https://salisbury.md/apply)

**2** Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD  
Classification Description

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Classification Title: Construction Manager  
Grade: M7  
Department: Infrastructure & Development  
FLSA Status: E  
Date: 12/6/24

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**Position Profile:**

Provides construction management oversight of City Infrastructure projects and provides construction inspection services for infrastructure work installed as part of private developments. Responsible for inspection of City's stormwater infrastructure. Supervises multiple construction inspectors. Works collaboratively with department's engineering staff, survey staff, and planning staff, with other City departments, with County partners and with oversight agencies.

**Duties and Responsibilities:**

**Administration/ Task Completion:**  *Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.*

- Oversees private and public construction projects within the City. Schedules and facilitates preconstruction meetings. Schedules inspections, testing of water, sewer, storm drains, streets and sidewalks, etc. Signs off completion of work.
- Manages the day-to-day activities of the Construction Inspectors.
- Provides coordination and monitoring of state, federal and county construction in the City.
- Oversees accident and injury reporting and documentation for the Department.
- Reviews, makes recommendations, approves, and supervise all traffic control plans for new construction and remediation projects within the City.
- Establishes a schedule of training for all construction inspector or project manager staff.
- Provides construction management services on City Infrastructure in active construction.
- Performs constructability reviews and provides estimates for potential City projects. Provides QA/QC review of specifications and other project documents.
- Resolves complaints and assigns inspectors to perform follow up investigations when citizens file claims for personal or property damage.
- Keeps supervisor informed of critical field and contract issues and seeks guidance for prompt resolution.
- Keeps informed on current construction practices by attending workshops and educational programs or reading specialized literature.
- Performs other duties as assigned.

**Skills Proficiency/ Technical Aptitude:** *Skillful in use of tools, hardware, software, and equipment.*

- Acts as a representative of City of Salisbury to the City Council, Boards and Commissions, and the public.
- Has knowledge of and adheres to City of Salisbury's policies and procedures. Helps develop and maintain City Construction Standards and Specifications.
- Possesses knowledge of pertinent federal, state and local laws, codes and regulations, particularly those applicable to utilities, roads and civil engineering.
- Is well versed in principles and practices of construction, utilities and road construction, inspection and construction management.
- Communicates effectively with supervised staff, superiors, colleagues, and City Administration.
- Prioritizes critical tasks and ensures adherence to schedule is always a priority.
- Effectively motivate and guide employees.
- Accurately prepare and maintain records and files.
- Follow written and oral instructions.
- Knowledge of Microsoft Office Suite, the Internet, e-mailing systems and other relevant software packages.
- Effectively communicate and maintain working relationships with staff.

**Stewardship/Resources:** *Safeguards equipment, supplies and materials.*

- Reviews and approves construction pay requisitions and change orders.
- Provides cost estimates for prospective contract and change order work. Helps establish budget and Capital Improvement Plan estimates for City construction projects.
- Reviews and approves developer estimates for private infrastructure projects.

**Development/Professional Development:** *Participate in opportunities to earn or maintain professional credentials and certifications.*

- Seeks and maintains industry standard certification with guidance from supervisors.
- Work on improving skills by attending relevant meetings and trainings.
- Provides guidance to construction inspection staff on skill development and certifications.

**Performance Expectations:**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior. Position requires attendance at evening meetings or events.
- **Teamwork:** Works well as a leader of and part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

**Education and Experience:**

- Degree in construction, engineering, architecture; or trade school program completion.
- Five (5) years related experience managing capital projects, two years in a supervisory role.
- Certifications from bodies such as CMAA, ACI, MAA, NICET, and other professional construction organizations.

**Physical Requirements:**

- Work requires considerable physical effort in the handling of materials up to 40 pounds and/or continual standing or walking 60%+ of the time.
- The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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