



Job Description

Town of Westerly

Job Title:	Construction & Utility Manager								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Of Public Works			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

General Summary:

This position is responsible for the management and assignment of utility staff and the inspection of outside contracted work on the Town's infrastructure.

Essential Functions:

1. Directs, manages, leads, coordinates, trains and mentors departmental staff.
2. Ensures compliance with and educates on all applicable federal, state and Town laws, ordinances and regulations.
3. Conduct construction inspections by inspecting field work of outside contractors and collects as built data of projects and records data into town records.
4. Answers calls from customers asking for information about water and sewer systems.
5. Collects material lists and as built drawings of assigned daily jobs.
6. Enter data into town records.
7. Maintains drawings for filing and brings outdated records up to date with current information.
8. Researches new technology that assists with daily operations.
9. Makes timely and cost effective decisions on job sites when problems arise.
10. Locates water leaks and sewer problems and addresses them.
11. Manages emergency situations by redirecting the work of the crews.

Other Functions:

1. Attends conferences, seminars, committee and council meetings as required.
2. Follow-up on all unresolved issues or complaints and determine a viable solution.
3. Acts as Superintendent in their absence.
4. Assists maintenance department on dig safe tickets.
5. Other related duties as assigned.

Education & Experience:

Education:
High School Diploma or related equivalent.

Experience:

Seven years of experience in construction management, utilities maintenance, which includes at least two years of lead or supervisory experience. Experience also must include experience working with construction management contractors.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations of construction and utility maintenance.
- Knowledge of public works and construction management.
- Working knowledge of Town codes and ordinances.
- Working knowledge of public works construction materials and practices including those for potable, sewer and reclaimed water improvements.
- Working knowledge of various computer based systems.
- Working knowledge of public works construction and construction cost estimates.

This position requires the following skills:

- Detection of discrepancies in plans, materials, and construction methods and processes, and of appropriate corrective actions.
- Organizing and prioritizing work and completing projects and assignments within deadlines.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Manage various computer applications including Excel and Word
- Be part of a 24 hour bi-weekly management call team

Licenses & Certifications:

Certification as a Certified Construction Manager by the Construction Management Association of America (CMAA) or equivalent is preferred and will be required within two years of hire.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check including a credit check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle, or touch			X	
Reach above shoulders		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear			X	
Taste or smell		X		
Driving (including valid driver's license)			X	

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds			x		
Up to 25 pounds		x			
Up to 50 pounds		x			
Up to 100 pounds		x			
More than 100 pounds		x			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
	Moderate Noise	x	Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts				x	
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions				x	
Exposure to blood or other body fluids			x		
Exposure to hazardous chemicals			x		
Vibration			x		
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
x	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.