



CONSTRUCTION/DEVELOPMENT MANAGER

Classification

Exempt

Salary Grade

Grade 11

93K-104K, DOE.

Reports to

District Manager

Summary/Objective

The Construction/Development Manager is responsible for the oversight of Green Valley Water's (GVW) Capital Improvement Plan construction projects. This position acts as the GVW liaison with design professionals and contractors to ensure the successful completion of the projects. Additionally, the position oversees and performs the review and coordination of development projects proposing to connect the GVW Collection System. Work is performed under the direction of the District Manager but is carried out with a high degree of independent judgement in accomplishing the work and is held accountable for results.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Apply technical skills in project management to serve as the GVW liaison coordinating with design professionals and contractors and managing multi-phased construction projects.
2. Coordinate with an interdisciplinary team to develop project plans, evaluate and resolve technical and administrative problems, and develop corrective actions as needed.

3. Provide inspection and coordination of construction projects, ensure compliance with project specifications and applicable code standards, and provide quality assurance of contractor work, while ensuring projects are within budgets.
4. Work directly with contractors to coordinate onsite logistics, address concerns, implement safety measures, and otherwise ensure activities essential to the successful implementation of the project are addressed.
5. Read and interpret construction drawings, specifications, and identify discrepancies or conflicts within the documents.
6. Conduct and document observations of construction as it progresses. Compose electronic reports with a daily log of construction activities, personnel assigned, equipment used, weather conditions, and other information pertinent to the progress of the work.
7. Prepare written communication between owner and contractor.
8. Track contractor schedule and documentation compliance.
9. Review proposed development project documents to ensure they meet GVW Rules and Regulations and Construction Standard Details and Specifications and prepare written review comments.
10. Coordinate with proposed development owners and representatives to identify technical and administrative challenges with proposed projects and develop innovative solutions meeting all parties' interests.
11. Coordinate with local jurisdictions during the development review process to ensure GVW's interests are preserved.
12. Attend development related meetings with local jurisdictions.

Competencies

1. Project Management/Construction/Owner's Liaison
2. Recordkeeping/Documentation
3. Logical Reasoning
4. Leadership
5. Safety Awareness
6. Mission Driven/Results/Values and Goal Oriented
7. Computer Skills/Working with Tools and Technology
8. Creative Thinking/Critical Problem Solving/Troubleshooting/Analytical Assessment/Decision Making
9. Quality/Timely/Accurate Control and Continuous Improvement
10. Public Relations/Customer/Client Focus/Community Relations/Internal Relations with Courtesy and Professionalism
11. Teamwork/Trust Building/Training Skills
12. Adaptability and Diversity Perspective



Supervisory Responsibility

The Construction/Development Manager is responsible for the direct supervision of the Development Support Staff.

Work Environment

This position operates in both a professional office environment and outdoors. This role routinely uses standard office equipment, such as computers, phones, photocopiers, and filing cabinets. Additionally, this position works outdoors in potentially hazardous environments, which may involve exposure to dangerous chemicals and/or raw sewage.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, stand, walk, bend, kneel, stoop, crouch, crawl, climb, use hands and fingers, handle or feel, and reach with hands and arms.

Position Type and Expected Hours of Work

This is a full-time position in the GVW office. Typical days and hours of work are Monday through Friday, 7:00 a.m. to 4:00 p.m. This position is not a remote or hybrid position.

Travel

Travel is daily and primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience

1. A Bachelor's degree from an accredited college or university in engineering, construction management, or a closely related field; or a minimum of five (5) years' proven experience in construction and development management.

Preferred Education and Experience

1. Construction plan preparation in a professional setting
2. Construction inspection/observation
3. Construction Specifications/Contract Interpretation



Additional Eligibility Qualifications

Work Authorization/Security Clearance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

AAP/EEO Statement

GVW is an equal opportunity employer. GVW shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Assist other departments with various tasks as is necessary.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____



BENEFITS OFFERED

- Medical/Dental/Vision-currently paid @100% Employee and Dependents
- Short Term/Long Term Disability currently paid @100%
- 401K with match-up to 9%
- Profit Sharing-1%
- 11 Paid holidays, including your BDay
- Sick/Vacation Accrual each payroll
- Costco Membership
- Uniform/Boot reimbursement
- Discounted rates for travel/entertainment through Benefit Hub and Working Advantage