

CLASS TITLE: MANAGER, CONSTRUCTION MANAGEMENT (DOT)

Class Code: 02772400
Pay Grade: 43A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, Division of Project Management, to oversee personnel, policies and procedures to ensure projects are constructed in accordance with project plans and specifications; to ensure quality assurance systems and procedures are in place and effectively enforced, and to manage and supervise personnel in carrying out these policies and procedures; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrator, Division of Project Management, with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences, productivity assessments and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of a subordinate professional, technical and support staff engaged in carrying out a construction management divisional engineering program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, Division of Project Management to oversee personnel, policies and procedures to ensure projects are constructed in accordance with project plans and specifications; to ensure quality assurance systems and procedures are in place and effectively enforced, and to manage and supervise personnel in carrying out these policies and procedures.

To perform highly difficult and responsible administrative work of a professional civil engineering nature in directing all related engineering and technical activities within the construction management divisional program.

To provide the proper staffing of construction management personnel to the Project Management Unit.

To put in place effective management systems and practices to ensure that projects are constructed to specification in a timely and efficient manner.

To support the Project Management Unit in the review of changes to designs, work methods, scheduling and related project changes.

To support the Project Management Unit in ensuring proper payment to contractors for work performed.

To assist the Project Management Unit in coordinating any testing that needs to be performed.

To support the Project Management Unit in ensuring the overall quality of construction or implementation of the project.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to construction management, design and planning, highway maintenance, public works, environmental protection and related construction engineering problems and techniques peculiar to this state; a high-degree of skill and administrative ability in organizing, directing and coordinating a state highway engineering program; a thorough knowledge of transportation principles, methods, practices, standards and organization; a thorough knowledge of the principles, practices and techniques of management and public administration, and the ability to apply such knowledge in the administration and control of several engineering and operating sections; a thorough knowledge of the organizational structure and functions of public transportation; the ability to inspect complex engineering working plans and a fundamental knowledge of engineering computations, analyses and presentations; a thorough knowledge of federal and state laws relating to transportation administration, engineering and enforcement programs; a working knowledge of general and cost accounting procedures as well as government finance policies and procedures, a familiarity with planning and analytical techniques; the ability to evaluate the effectiveness of programs and to recommend changes to make them effective; the ability to evaluate the effectiveness of programs, identify problems and work creatively to improve them; the ability to develop and maintain effective working relationships with private, public, press and elected officials; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, support and other employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree with specialization in civil engineering; and

Experience: Such as may have been through: extensive employment in a highly responsible supervisory civil engineering capacity in transportation or construction management engineering, materials engineering, or highway construction and maintenance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Special Requirement: At the time of appointment, must possess a Certificate of Registration as a Professional Engineer (PE) issued by the Rhode Island State Board of Registration for Professional Engineers, and must maintain such certification as a condition of continued employment.

Class Created: February 21, 2016

Class Revised: 7/24/2016