



## JOB ANNOUNCEMENT

### CONSTRUCTION MANAGER (TWO YEAR TEMPORARY POSITION)

**FINAL FILING DATE: OPEN UNTIL POSITION IS FILLED**

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#### SUMMARY OF RESPONSIBILITIES

Under general direction of the Program Manager, **Engineer or other supervisory staff**, assumes responsibility for the day to day oversight of the public projects. This includes planning, coordinating and directing of all NVRTA's capital construction and improvements, contract management, compliance inspections and materials testing. The Construction Manager performs a full range of complex engineering work requiring the use of independent judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments. The position may work with Caltrans, the Federal Transit Administration, Regional, County and Local partners to facilitate/expedite project delivery.

The position is currently posted as a two-year temporary position but could transition into a permanent project management/development position if funding for additional project development becomes available.

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<b>Salary Range:</b>	\$103,164 - \$124,056
<b>FLSA Exempt:</b>	Exempt
<b>Benefits:</b>	CalPERS Retirement 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) or 2% @ 62 for new members. Individual employee participation is mandatory. NVRTA does not participate in Social Security. 457 Deferred Compensation Plan (Employer contributes up to a \$1000 annual match) Employer Paid CalPERS Health Employer Paid Dental and Life insurance Employer Paid Employee Assistance Program Twelve to twenty-six (12-26) days of vacation annually based on years of service Seven (7) paid holidays per year Twelve (12) sick days earned per year with unlimited accrual Fifty-six (56) hours of personal leave per fiscal year

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**NVRTA is an Equal Opportunity Employer**

## **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

1. Provide full-time support for construction management and inspection activities on projects for transportation capital projects of the Agency. Projects will include construction of the Vine Maintenance Facility, Class 1 Facility, Park and Ride/On Highway System passenger facilities. It may also include peripheral responsibilities of highway projects and other multi-modal facilities in Napa County. Perform complex professional engineering work and construction management requiring a substantial level of professional training and experience.
2. Assist in the review contract plans and specifications for constructability and sequencing analysis of project alternatives. Support day to day administration of contracts for the construction work including review and comment on contractor applications, progress payments, change order requests and directives, and construction schedule updates.
3. Assist in the management of progress reporting, inspection reporting and project documentation requirements.
4. Work closely with project teams and coordinate in the field of the Agency's staff, field Inspectors, design staff, contractors and subcontractors. Handle routine correspondence with engineers, contractors and other stakeholders. Oversee consultant personnel/construction managers to ensure proper inspection, record keeping and report writing practices and procedures.
5. Effectively collaborate with project stakeholders to minimize and avoid claims. Analyze and assist in the negotiation of cost and time impacts associated with change orders and claims. Resolve disputes between the Agency and contractors concerning plans, specifications and extra work.
6. Review, analyze, negotiate and recommend all requests for construction contractor adjustments, claims and notices to Project Manager(s). Ensure adherence to applicable laws, codes, regulations and guidelines applicable to the construction industry. Provide closeout support including operation manuals, receiving as-built documentation, warranties, training and other required documentation. Manages the turnover of all archive documents to the Agency and other duties. Represents agency at weekly Progress Meetings, provide meeting minutes and manage all submittals including maintaining submittal log. Attend board meetings as needed and present clear and concise project status reports.
7. Review and approve progress reports, invoices, disadvantage enterprise documentation and other reports required by the California Department of Transportation (Caltrans), Federal Transit Administration, and other public agencies with interest/oversight.
8. Ability to work flexible or extended work schedules on different projects throughout Napa County.
9. Perform related duties as assigned.

## **QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, architecture, construction management or closely related field.

Experience: A minimum of five (5) years progressively responsible professional engineering experience, preferably with experience executing federally funded capital projects in a public agency setting and/or supporting local agency projects specific to Transit, State highways and trail projects. Knowledge of Caltrans specification, Local Assistance Procedure Manual (LAPM) procedures, and Federal Transit Administration procedures. Ability to use Bluebeam, Microsoft Office Suite and Project (or other Gantt chart program). Ability to use computer aided design (CAD) software highly desirable.

Registration as a Professional Civil Engineer in the State of California with good standing is desirable.

### **REQUIRED KNOWLEDGE AND ABILITIES**

#### *Knowledge of:*

- Engineering and construction management consulting principles and practices; specifically as a Project Manager, construction manager or related position. At least 5 years of construction related experience on Capital Improvement Projects (i.e. construction of bus maintenance facility, streets, highways, storm drains, commercial or industrial facilities, trails, parks, traffic control systems, water and wastewater facilities, etc.) Requires working knowledge of heavy construction, including civil, structural, mechanical, and electrical construction practices; material testing procedures and requirements. ;
- Familiarity with the construction of concrete, steel/metal, and masonry structures at facility improvement type projects. Familiarity in working within operational facilities. Including start up, testing and commissioning of rehabilitated or new facility projects. Familiarity with local design and construction standards, regulations and specifications. Effective communication and documentation skills.

#### *Ability to:*

- Complete and maintain Agency required health and safety training and abide by Agency's health and safety standards. Including knowledge of accepted construction safety standards and regulations. Outline and analyze project data and prepare and complete comprehensive reports;
- Prepare clear and concise correspondence, reports, and records;
- Represent the agency to a variety of boards, commissions, groups, other agencies and business, and the public;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative working relationships with staff, other agencies, the private sector, and the public;
- Operate a personal computer with word processing, spreadsheet, project management and database programs with competence in MS Office Suite, Microsoft Project, Document Control Software and cost estimating systems.

## **PHYSICAL DEMANDS**

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The employee may be required to work after hours and on an emergency basis, and attend meetings, conferences and seminars during work and non-work hours. The employee may be required to work under adverse conditions as in traffic, around heavy construction equipment and in inclement weather. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

## **REQUIRED LICENSES OR CERTIFICATES:**

Possession of a valid California driver's license is required.

## **APPLICATION PROCESS**

A completed Napa Valley Transportation Authority Employment Application must be received by Human Resources at 625 Burnell Street, Napa, CA 94559. Additional information regarding the application, job description and benefits can be found online at <http://www.nvta.ca.gov/careers>. Application packets may also be requested in-person at the above address. Résumés **will not** be accepted in lieu of a completed application packet.

## **SELECTION PROCESS AND TENTATIVE SCHEDULE**

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the selection process. The selection process may consist of a practical/simulation exam (pass/fail), an oral interview, and the department interview.

### **Other Important Information**

It is important that your application show all the relevant education and experience you possess. Résumés submitted in lieu of an application will not be accepted. Applications will be rejected if incomplete.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 259-8631. Requests for accommodations must be received within five (5) calendar days of the final filing date for the recruitment.

A completed NVTA application, along with any required documents to be submitted with your application (certifications, DMV printout, etc.), can be submitted by: (1) faxing to Human Resources at (707) 259-8638, (2) delivered/mailed to the Napa Valley Transportation Authority, Attention: Human Resources, 625 Burnell Street Napa, CA 94559 or (3) Email to: [jobs@nvta.ca.gov](mailto:jobs@nvta.ca.gov).