

South Jordan City

Job Description

Title: Associate Director of Construction
Org: 100410
Pay Grade: GS22

Effective Date: 11/12/2024
FLSA: Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of managerial, administrative and operational duties related to the planning, inspecting, coordinating and directing all construction activities of public infrastructure projects, to include both the infrastructure required of private development, and projects built directly by the city; assist with design and operational issues.

SUPERVISOR

Deputy City/Transportation Engineer

POSITION(S) SUPERVISED

UPDES Coordinator
Construction Manager
Engineering Inspector
PT Survey Technician

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Facilitate and lead by example to promote department/City values, with an emphasis on teamwork, strong work ethic, individual professionalism, and safety. Provide administrative and professional leadership and direction for division; recommend and implement goals, objectives, and practices for providing effective and efficient services; deliver training and evaluate employee performance to assure desired work quality, efficiency, and effectiveness.

Assist with the annual budget planning process and monitor fiscal controls to assure conformity with established financial constraints.

Oversee the planning, directing and coordination of public infrastructure projects including; identifying and coordinating design changes and utility conflicts with other departments, contractors, developers, engineers and agencies; review applications for payment; respond to and resolve resident's complaints; assist with administration of construction contracts; moving projects through construction phase into warranty period and out of warranty period.

Maintain Compliance with all State and Federal standards, DWQ, OSHA, EPA, Clean water Act, UPDES and GASB-34

Manage and oversee the work activities assigned to subordinates.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new methods, procedures, and techniques.

Establish and maintain cooperative working relationships with other departments, City officials, outside agencies, and the general public.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's Degree from an accredited college or university with major course work in construction management, engineering or related field;
- AND
- B. Four (4) years of construction management experience, two (2) of which in a supervisory capacity;
- OR
- C. An equivalent combination of education and experience.

2. Special Qualifications:

Valid Utah Class D Driver License
Certification as a Public Works Inspector

3. Knowledge, Skills and Abilities:

Knowledge of general construction principles and practices; legal environment associated with construction and maintenance of public works projects; modern methods, principles and practices of street construction and maintenance and the collection and delivery of culinary and secondary water; conveyance of storm water through storm drain systems; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principles involved in public works; principles of management and employee supervision.

Ability to operate a personal computer and Microsoft products.

Interpersonal communication skills.

Ability to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, coworkers and the public.

Ability to analyze, interpret and explain section policies and procedures, communicate effectively orally and in writing, train and evaluate contract and temporary personnel, prepare detailed reports and other written material.

Knowledge of pertinent Federal, State and Local laws, codes and regulations.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking. Frequent travel required in course of performing portions of job functions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Associate Director of Construction	EEO-4 Class:	Official/Adm
Location:	Engineering	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	507/2034