

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Construction Project Manager		Class Code: 001DL3
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 8-7-13
	Summary: Incumbent manages complex construction projects for the Indiana Department of Transportation (INDOT). The incumbent is responsible for overall on-site activities during construction of transportation infrastructure projects. Approves the work of the contractor and subcontractors to ensure compliance with plans, specifications and other State and Federal regulations. Prepares pay estimates and creates documentation to justify payments and record all construction activity.		

Duties:

- Oversees day-to-day construction issues and directs the activities of the team of inspectors;
- Reviews plans, specifications and construction methods with the contractor and provides supervision and administration of field work;
- Resolves field issues and coordinates activities between the contractor, INDOT and stakeholders;
- Provides guidance and technical expertise to ensure that the project is constructed according to plans, within budgetary constraints and in compliance with agency expectations;
- Assists in the development and monitoring of the scope and associated budget for the project;
- Makes task and overtime assignments for highway technicians and assistant project supervisors;
- Coordinates work schedules with contractor;
- Monitors contractor's progress and works with contractor to resolve schedule problems;
- Approves or rejects the work of contractor and subcontractors on project;
- Works with contractor and supervisors to resolve contract problems;
- Communicates with local property owners, government officials and general public regarding construction activity;
- Ensures contractor complies with all state and federal policies and work practices;
- Creates construction record of all activity and pay quantities on the project;
- Creates progressive pay estimates;
- Reads and interprets complex plans and specifications involving many facets of highway construction;
- Creates and negotiates change orders;
- Prepares documentation related to contractor claims for additional payment;
- Attends meetings, workshops and/or conferences related to construction;
- May supervise lower level construction personnel;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge in construction management and construction technology;
- Broad knowledge of construction management methods, materials, safety, scheduling, specifications and contract documents, estimating and cost analysis;
- Knowledge of construction practices, methods and procedures used during construction of highways, bridges and related structures;
- Knowledge of scheduling, computer aided drafting and design (CADD), field layout, submittal review, project quantities, material procurement; equipment tracking, building design and planning;
- Ability to manage projects with emphasis on cost control and project delivery and scheduling;
- Ability to use and navigate construction management information systems.
- Understanding of the impact of construction on the projects and environments;
- Strong communication skills to manage projects between various internal and external stakeholders;
- Strong technical and managerial skills.

Difficulty of Work:

Work is broad in scope and requires technical and practical experience in managing various construction projects. The incumbent must be able to read, comprehend and interpret construction plans and technical specifications. Must have experience in advanced construction management practices.

Responsibility:

Responsible to manage overall progress of construction activity, construction inspection, preparation of documentation and communication of project information and progress. Independent judgment and decisions must be made on complicated technical problems that arise during construction. Responsible for monitoring safety of operations and maintenance of traffic on project. Work is reviewed by division and agency construction management to ensure work meets the desired results.

Personal Work Relationships:

Communicates directions to staff and relays information regarding project problems and progress to district supervisors. Communicates with contractor to direct work and resolve conflicts. Communicates with property owners and local, state and federal officials to provide project information and resolve problems.

Physical Effort:

Ability to walk on uneven terrain and climb ladders while carrying surveying and testing equipment. Must be able to bend and enter tight spaces such as pipes and drainage structures to perform inspection.

Working Conditions:

Works on construction sites and will encounter conditions requiring personal protective equipment. Conditions may include temperature extremes, inclement weather, noise, dust and walking on uneven terrain. Will work in field offices using a computer to perform data entry and create reports.