

CONSTRUCTION MANAGER/ QA INSPECTOR

JOB SUMMARY :

Responsible to provide leadership in construction management within a defined scope of service, ranging from preconstruction (planning and design) to construction completion, startup and occupancy. Provides guidance on project-related activities. May serve as the lead for the Project Delivery Team. Coordinates with the Owner and Designer to further interests of the Owner. Acts as agent and/or advisor to the Owner. The position is highly adaptable to many different projects and Owners.

Responsible for Construction Quality Assurance Inspection services providing on-site observation of materials, structures, equipment, workmanship, methods used and performance by the construction Contractor to verify that the project is constructed in compliance with the Construction Documents. Responsible for the interpretation of plans and specifications relating to construction.

May supervise Assistant Construction Manager(s), Inspector(s) and/or other technical or administrative personnel specifically assigned to the project.

ESSENTIAL JOB FUNCTIONS:

- Provides services to keep project on time, within budget, safe, and of quality work.
- Reads and interprets engineering and architectural plans and specifications, inspect materials, workmanship, and the construction and installation of various systems and assemblies
- Interprets and reviews contract documents, engineering and architectural plans, and specifications,
- Makes recommendations regarding phased construction, scheduling, procurement and division of the work into contracts.
- Implements and administers the Project Management Plan.
- Enforces communication protocol and document control procedures for the Project Delivery Team.
- Maintains extensive contact with Contractor's representatives to promote cooperation and resolve differences. Maintains extensive contact with user agency personnel, Design professionals and others, to resolve problems and expedite work.
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- Reviews and becomes familiar with contracts between the Owner and other entities involved in the project.
- Generates and presents reports to the Owner's team or Program Manager, and to the Regional Vice President on a regular periodic basis regarding project status, lessons learned and forward outlook.
- Coordinates and monitors the work of the Design Professional, Prime Contractor and/or various trade Contractors and Quality Control providers directly contracted to the owner.
- Manages technical and administrative personnel assigned to the project.
- Works with specialized personnel for support on Cost Estimating, Value Engineering, Constructability Review, Plan Review, Inspection and Scheduling.

- Provides on-site observation of the progress and compliance with quality control program of the work. Advises the Contractor, Construction Manager and Design Professionals of any observed deviations from the Construction Documents, in a timely manner so as to minimize delay in the progress of the work.
- Inspects and observes the materials and equipment being incorporated into the job to ensure they are handled, stored, and properly installed in compliance with the Construction Documents. Reports to the Construction Manager regarding these activities. In case of any problems encountered, reports to Program Manager or Owner immediately.
- Identifies problems encountered in accomplishing the work and recommends the appropriate action to the Contractor, Construction Manager and Design Professionals for resolution of problems to minimize impact on timely completion of the Project.
- Assembles and maintains notes, comments, sketches and supportive data relative to the project in order to facilitate the revisions of tracings to conform to the final as-built conditions.
- Verifies quantities contained in the Contractor's pay requests and makes recommendations to the Program Manager and Design Professional regarding payment of periodic and final requests.
- Consults with the Contractor, Program Manager and Design Professionals in advance of scheduled major tests, inspections or start of important phase of the work.
- Reports immediately, to the Program Manager, any occurrence of an accident.
- Assists in coordination of the Owner's designated Material Testing Laboratory and other Quality Control providers and verification of services performed in the field.
- Identifies problems and involves appropriate parties for resolution. Makes suggestions to the Program Manager, Architect, Engineer and/or Contractor concerning well-established, acceptable methods and practices to assist the Contractor in meeting standard requirements
- Demonstrates knowledge of management and leadership practices and techniques, construction practices, means and methods, construction trades, Construction Schedules and CPM Scheduling, algebra, geometry, and trigonometry, inspection practices and procedures, the difference between Quality Assurance and Quality Control, and safety practices in the construction industry.
- Demonstrates ability to envision the project in its entirety. Identifies potential problems before they arise, applies good judgement, works effectively in stressful situations.
- Communicates effectively with the contractor, authorities having jurisdiction, design professionals and Program Manager; organize aspects of the job to ensure ease of obtaining required information;
- Develops and implements an alternate plan if the job is not going as specified,
- Organizes and maintains the project communications and document control process
- Performs quality assurance inspections in compliance with quality assurance practices and procedures.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- 5 to 10 years combined experience as a Construction Manager and a Construction Inspector in Non-Residential, Commercial Construction
- Computer skills and knowledge with Construction software systems
- Strong and effective communication skills (written and oral)
- Experience with business and technical writing
- Strong organizational skills, detail oriented, excellent customer service skills, CAN-DO attitude
- Current Texas Driver's license and a satisfactory driving record, as determined by management.
- Knowledge of construction practices, methods, techniques, costs, materials, and equipment
- CAN-DO attitude

EDUCATION: HIGH SCHOOL DIPLOMA OR EQUIVALENCY**PREFERRED QUALIFICATIONS:**

- Undergraduate Degree; College degree in Business Management, Construction Management, Architecture or Engineering
- Construction Manager certification

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.