

City of Fort Worth, Texas

Job Description

Classification Title	Construction Superintendent		
Job Code:	MG1191	Job Family:	Management
Pay Grade	612	Date Reviewed:	07/20/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Plans, directs, manages, organizes and coordinates the work activities of personnel engaged in the inspection of civil and public works infrastructure or commercial vertical construction projects. Ensures work quality adherence to established policies and procedures; and provides complex administrative support to management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Develops, evaluates and revises inspection practices to ensure compliance with materials, plans and specifications. Reviews new edition codes, practices and materials to recommended changes in city processes.
3. Develops routine operating procedures relating to the construction inspection process and other miscellaneous unit operations.
4. Confers with supervisory, design professionals and subordinate personnel to resolve construction problems.
5. Prepares and/or receive reports of construction progress and materials used.
6. Reviews and interprets contract plans and specification; negotiates with contractors to develop solution to problems encountered during construction; prepares contract change orders; and arranges for survey work as required by contractors.
7. Acts as the construction site safety coordinator; conducts job site safety inspections; and provides oversight regarding construction site safety, public safety, traffic control requirements and investigation of construction projects.
8. Reviews and signs construction partial estimates and change orders.
9. Coordinates with design professionals, engineers or contractors to interpret design intent and modifications to plans and specifications; provides technical guidance and

- interpretation; and ensures compliance with city and industry standards, procedures and regulations.
10. Coordinates and attends progress meetings throughout project; coordinates construction schedules; tracks contractor compliance with schedule and contract documents; and negotiates contract disputes.
 11. Oversees and participates in the examination and analysis of Construction materials; and reviews and accepts minor deviations from contract standards and specifications.
 12. Performs other related duties as required.
 13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
 14. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

When assigned to Transportation and Public Works (TPW):

1. Investigates public works construction related citizen complaints. Follows-up on complaints and/or violations and ensure their satisfactory completion; review letters regarding violations.

When assigned to Property Management (PM):

1. Manages highly complex vertical commercial construction.
2. Administers vertical construction contracting methods such as competitive sealed proposal, design-build, construction manager at risk.
3. Coordinates design and construction issues with architects and contractors to include interpretation of plans and specifications, use of standard AIA documents, negotiating change orders, managing schedules and budgets, and coordinating requests for information.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a comprehensive construction inspection program.
 - Methods and techniques of providing construction inspection services.
 - Principles of civil engineering when assigned to TPW, and all facility engineering disciplines when assigned to PMD.
 - Methods and techniques used in the construction industry.
 - Industry standards for public works construction projects when assigned to TPW, or vertical commercial construction projects when assigned to PMD.
 - City personnel policies, procedures, rules and regulations.
 - Principles of supervision, training and performance evaluation.

- Modern and complex principles and practices of construction inspection and management.
- Pertinent Federal, State and local laws, codes and regulations.
- City policies, practices and ordinances.
- Safety practices.
- Construction accounting procedures.
- **Skill in:**
 - Computers and applicable software.
 - Organization and time management.
 - Interpersonal relations and customer service.
 - Public speaking.
 - Recordkeeping.
 - Negotiation and problem solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, organize and review the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Interpret and explain construction activities in engineering terms.
 - Read and interpret construction plans, maps, sketches and drawings.
 - Interpret and explain basic engineering concepts and theories.
 - Understand and explain engineering plans and specifications.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise reports.
 - Propose scope of work and job requirements.
 - Review construction claims and analyze material and labor costs.
 - Meet deadlines.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's Degree in Construction Management, Construction Science, Engineering, Engineering Technology, Architecture or related field and six years of field public works construction inspection experience and/or field vertical commercial construction inspection experience depending on assignment including two years of administrative, lead or supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.