

The Springfield Water and Sewer Commission is considering a ***Construction Manager*** position at the Commission's Bondi's Island location in Agawam, MA. Under the direction of the Chief Engineer, the Construction Manager is responsible for overseeing Commission construction projects and managing assigned staff.

The Construction Manager is a responsible position where the individual actively participates in the day-to-day operations of SWSC Engineering and Technical Services Department by overseeing Commission construction projects and managing construction engineers, inspectors and other Commission Staff as assigned. The Construction Manager will report to the Chief Engineer. The position requires a strategic thinker and strong leader, but primarily constitutes civil and environmental construction management and inspection duties as well as general office responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

- Oversee the daily operations of the Construction Inspectors Department
- Manages staff and work assignments; responsible for group productivity and accountability
- Develops and manages budgets and maintains compliance with procurement laws, policies and procedures
- Oversee large water and sewer infrastructure projects of various sizes: this work may include construction supervision, project management, design review, infrastructure installation and rehabilitation, on-site inspection and public services.
- Respond to questions, requests for information and complaints from customers, property owners, contractors, engineers and other City Department personnel.
- Assist with leak detection, distribution main flushing, transmission and distribution valve rehabilitation, service and replacement.
- Perform design reviews.
- Perform review of proposals, specifications, drawings and other contract documents.
- Perform and coordinate general office functions including word processing, document preparation, photo copying, filing, archiving, library organizing, report preparation etc.
- Perform and coordinate water, wastewater and pump station construction inspections.
- Perform and coordinate water, wastewater and storm water testing and sampling.
- Assist with engineering computer applications including Project Management, Excel, Word, AutoCAD, Hydraulic modeling, and GIS.
- Perform cost estimating, project scheduling, and progress report preparation.
- Attend and participate in Public Meetings and regular Commission Meetings
- Assess compliance with specifications and plans and determine acceptability of finished work
- Other work as assigned by the Chief Engineer or Executive Director

**KNOWLEDGE, ABILITIES AND SKILLS:** The abilities and experience required include but are not limited to the following:

- Ability to and experience to oversee and mentor a construction engineering and inspection staff
- Ability and experience to supervise large (multimillion dollar) civil construction projects
- Ability to understand and interpret engineering plans, shop drawings and specifications

- Ability to review payment requests, invoices, requests for information, lab data, inspection and test reports
- Ability and experience to supervise contractors, solve problems in the field, and minimize change orders
- Ability to generate accurate project reports, work schedules and cost estimates
- Ability to perform on-site resident inspection services and resolve conflicts with contractors

#### **MINIMUM EXPERIENCE AND TRAINING:**

- Must be a high school graduate, four year degree from an accredited math, science, engineering or environmental planning program is preferred.
- Minimum of (10) ten years' experience with the construction and inspection of water and wastewater construction projects, including supervision of staff.
- Experience managing staff and coordinating activities
- Experience in the principles and practices of construction supervision as applied to water and wastewater engineering and construction focused on hydraulics of water distribution systems, sanitary sewer collection systems, and storm water systems is preferred.
- Experience in the use of a personal computer and associated software and programs for engineering analyses, database management, document preparation, and general information management.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess and maintain a valid Massachusetts Driver's License.
- Must obtain and maintain a Grade II Distribution Operator in Training (OIT) License within (2) two years of employment and a Collection Systems Operator Certificate Grade II within (2) years of employment

**Interested candidates will submit a cover letter and resume describing your interest and qualifications for the position, along with salary requirements, highlighting relevant work experience. All materials should be emailed to [stephanie.douglass@waterandsewer.org](mailto:stephanie.douglass@waterandsewer.org). The Springfield Water and Sewer Commission is an AA/EOE.**