

Construction Manager

Sheladia Associates is currently seeking an energetic, highly motivated, detail-oriented Construction Manager.

RESPONSIBILITIES:

- Will serve as the primary contact between the Construction Contractor and the Client PM.
- Will be responsible for the administration of the construction contract to ensure that the contract work is completed in accordance with the plans and specifications, required quality standards, the contract period and the contract price.
- Will be responsible for monitoring works of the prime contractor and sub-contractors to ensure that the work is performed in accordance with an agreed schedule and to ensure that support services from Client comply with the construction schedule.
- Will receive and resolve requests for information and clarification of the construction documents and also resolve field conditions that may/may not represent a change to the contract conditions.
- Will document and prepare all requests for changes, either from the Contractor or the PM, including any changes that may revise the contract price or period.
- Will supervise all field inspection and office staff.
- Will convene progress meetings, review overall and interim construction schedules and recommend measures to correct the schedule.
- Will ensure that field inspectors are familiar with the contract plans, specifications, Client procedures, Maintenance of Traffic (MOT) and safety requirements. The CM will instruct the field inspectors in taking and recording quantities, checking and verifying layout, observing the work and maintaining daily reports. The CM will review specifications, procedures, and testing requirements with the field inspectors.
- Will coordinate between field inspectors and contractor superintendents to maintain coverage of the work being performed and testing being conducted.
- Will review the Inspector Daily Reports (IDRs) for accuracy and countersign the report.
- Will prepare a daily diary of project progress and events.
- Will confer with the inspector on non-conforming work and will determine with the Team leader when Non-Conformance Notices are to be issued to the contractor.
- Will respond professionally, timely, and courteously to the Client PM regarding concerns about the construction that originate from the public and are reported to the Client public information office, the Advisory Neighborhood Commissions (ANCs), the city administration, City Council, and the Mayor.
- Will take reasonable steps to minimize the impacts of construction on the affected residents, pedestrians, travelers, businesses and institutions.
- Will verify quantities and check all payments for the work period for which payment is requested. Shall maintain a documented, comprehensive record of all quantities and payments made. This will include quantities and payments for any changes in the work. The record will include all supporting documents required for payment such as material certifications, reconciled material tickets, affidavits for payments to subcontractors and suppliers, insurance certificates and invoices for stored materials.
- Will monitor the quality of materials and work in place in order to confirm compliance with the specifications. This will include processing of shop drawings and other submittals, monitoring of all testing, both on-site and off-site, observation of the work being installed and gathering of certifications, warranties and guarantees.
- Will record all non-conforming work, inform the contractor and completion of corrective action.
- Will monitor the Contractor for conformance with contractual safety requirements and shall bring all observed violations to the attention of the Contractor. Will supervise correction of observed situations that are potentially dangerous to workers, the public and the project, and shall order the termination of work that poses a danger to public safety or property damage.

- Will monitor the work of others assigned to assist in the administration of construction contracts and shall ensure that they perform their duties as required. The CM shall provide assistance and guidance as necessary so as to promote a productive team environment and a positive work experience. The CM shall perform periodic reviews of the work of his/her staff and shall advise the staff of the results of the reviews and shall monitor the implementation of any corrective action.
- Will report regularly and timely to the Ward Team Leaders or his/her designee on the progress of the work including and any major deviations from the schedule, the contract price, the scope or the quantity of the work.
- Will inform the Deputy Chief Engineer of any adverse incidents that will require their attention or involvement for resolution and shall refer all media inquiries to the Client PIO.
- Will be aware of other statutory authorities' inspection and testing requirements, and will verify that the Contractor has coordinated with the proper statutory agency to inspect the work.
- The CM and field staff will work with Contractor's staff to promote a team approach to quality assurance and control, to inspection and testing, everyone working together towards a common goal of quality construction.
- During normal inspection of the work for quality, quantity and progress, if any major safety violations, unsafe practices or hazardous conditions become apparent, these will be noted in the daily diary and the Contractor's nearest supervisor informed. The Contractor's designated safety officer will be informed and details of corrective action taken. The CM will also follow up to ensure that corrective actions are taken.
- Copies of all accident reports and other reports shall be required from the Contractor. The CM will meet with the Contractor, if necessary, to review accident reports and determine if additions or amendments to the Contractor's approved Safety Plan need to be instituted.
- Follow up on resident complaints and resolve same professionally and courteously with the contractor and the residents.

Minimum requirements:

- Bachelors' degree in engineering, construction management, or related field
- Minimum of 10 years demonstrated experience in managing large construction projects
- Ability to manage complex budgets and schedules
- Ability to work nights and weekends
- Sheladia Associates, Inc. offers a competitive salary along with an excellent benefits package.

How to Apply:

- Applications should include a CV and cover letter. Successful candidates must be authorized to work in the US without sponsorship. This position is open until filled.
- Please send CVs to jobs@sheladia.com -- include "Construction Manager" in the subject line.
- Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

Equal Opportunity and Affirmative Action Employer