

## Construction Manager

An Oakland, CA-based professional consulting firm seeks a skilled construction manager to provide on-site administration, coordination and oversight of transit-related construction management projects, including coordinating the construction inspectors, and providing effective communication among the Project Manager, Resident Engineer, contractors, and design professionals. If you have experience in the transit industry, are good at multitasking and time management, and you want to support a wide variety of projects as required, this job is for you. The pay is competitive.

The ideal candidate is motivated and will perform, at minimum, the following tasks:

1. Work with the Resident Engineer and project team to ensure adherence to the requirements of the contract plans and specifications.
2. Manage construction inspectors and review their written reports.
3. Attend construction meetings to evaluate and report on progress, quality, budget, and other action items.
4. Review and coordinate all services provided by testing and inspection firms for compliance with service agreement requirements.
5. Relay instructions from the Project Manager and the design professional to the contractor, and relay problems from the contractor to the design professional and Project Manager for solutions.
6. Actively assist in securing decisions and clarification from the design professional in a timely manner.
7. Evaluate and make recommendations to the Project Manager regarding proposed contract changes and resolution of all disputes and claims. As directed by the Project Manager, participate in or conduct negotiations to resolve change order costs, claims or disputes.
8. Maintain a change order log that includes a cumulative total of changes to the contract, and reconcile change order costs with contractor payment requests.
9. Coordinate final acceptance, inspection, and scheduling of occupancy.
10. Monitor completion and turnover of operation and maintenance data and record drawings. Complete and transmit the Project Closeout Checklist to the Project Manager.
11. Maintain daily diary describing general events, noting problems and unusual events, decisions and directions given to the contractor by the design professional and Project Manager.
12. Review and accept/reject the construction inspector's daily diary and weekly report, as needed.

## Qualifications and Characteristics

- Five to 15 years of work experience in relevant field construction management, transit system construction or transportation project management.
- A project management or construction management certificate is desired.
- Communicate clearly and concisely, both orally and in writing
- Write clear, detailed and accurate reports in a timely fashion
- Solve difficult field issues and request additional support as needed
- Understand safety standards and utilize the knowledge in field conditions
- Determine and document noncompliant work and follow contract procedure toward resolution
- Handle sensitive and confidential information/documentation
- Computer literacy (i.e. Microsoft Excel, PowerPoint, Word)

**Other Requirements**

- Must possess a valid California Driver License and have a satisfactory driving record
- Work nights, possible weekend shifts and in all weather conditions, and coordinate day and night shifts with the Project Manager, management team and General Contractor
- Willing to work underground, in confined spaces, subway stations, tunnels and/or aerial structures and around active trackways or train movement
- Ability to climb ladders, lift 50 lbs. of gear, wear safety harnesses, walk on uneven surfaces up to four miles/day, work in a field/construction site
- May make visits to, or be based at, client/agency offices and project job sites
- Travel (30%-40%)

You must use the **APPLY** link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

**[APPLY](#)**