



CITY OF SEATTLE

Construction Management Services Manager

SALARY:	\$45.41 - \$68.11 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Seattle City Light
BARGAINING UNIT:	WSCCCE, Local 21 CL Managers
CLOSING DATE	05/07/19 04:00 PM Pacific Time

POSITION DESCRIPTION:

Seattle City Light, a department of the City of Seattle, is one of the nation's largest municipally owned utilities in terms of the number of customers served. Over the years we have worked very hard to keep Seattle's electricity affordable, reliable, and environmentally sound. Today, City Light is a recognized national leader in energy efficiency and environmental stewardship.

The Generation Operations & Engineering Division is looking for a Manager for its Construction Management Services group. This individual will join the Generation Operations & Engineering Management Team and will perform Public Works contract administration, constructability reviews and risk assessments on behalf of the Department and advise engineers and project managers of many SCL organizations within Generation and T&D on public works contracting policies and best practices.

This position will report to the Generation Operations & Engineering Division Director.

JOB RESPONSIBILITIES:

- Oversee the Construction Management team including supervision of 4 direct reports including 2 Supervisors who oversee the work of 6 staff who manage projects in the field;
- Supervise work load determination, resources and assignments within the Construction Management workgroup supporting projects across the Utility;
- Oversee maintenance of work load forecasts, staffing, consultant contracts within Construction Management workgroup;
- Assist with training and mentoring new staff members;
- Quality control work product of Construction Management group;
- Ensure all purchasing and contracting policies are followed;
- Establish and monitor budget;
- Perform annual performance reviews for workgroup;
- Plan and organize appropriate training and career development opportunities for staff;
- May represent Business Unit or Division on special committees and advise clients on City of Seattle processes;

- Develop and oversee processes for monitoring project status and budgeting; and
- Advise client groups on inter-agency contracting and cost agreements.

QUALIFICATIONS:

Education/Experience:

- Bachelor's degree in Construction Management, Civil Engineering or related field
- Varied experience in construction & contract management principles and practices

Certification/License:

- Valid Washington state Driver's License.

Desired Qualifications:

- In-depth knowledge and experience with public works (PW) contracting processes, project management, record keeping;
- **Certified Construction Manager (CCM)**, Professional Engineer (PE), or Project Management Professional (PMP);
- Underground/Right-of-way utility construction contracting experience;
- Ability to work well with other City Departments and develop relationships to work across City Departments and/Divisions in order to complete projects on time and within budget;
- In depth knowledge of City of Seattle or municipal/Public Works contracting processes and laws;
- Experience working with contractors on large municipal capital projects;
- Knowledge of risk management principles;
- Knowledge of the City of Seattle purchasing processes including experience with Change Orders, Claims mitigation and strategies;
- Excellent communication skills;
- Experience working with MS Project, Excel, and budgeting tools to manage PW contracting processes;
- Ability to provide outstanding customer service;
- Ability to be flexible and manage multiple projects at various sites;
- Supervisor or Management experience a plus with good people skills and the ability to build and reinforce strong, cohesive teams; and
- Ability to provide support to Project Managers in the Construction Group.

ADDITIONAL INFORMATION:

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check which includes criminal history and driving history review.

Want to know more about Seattle City Light? Check out our web page: <http://www.seattle.gov/light/>.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2019-00705

<http://www.seattle.gov/jobs>
CONSTRUCTION MANAGEMENT SERVICES MANAGER
CF

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Construction Management Services Manager Supplemental Questionnaire

* 1. Which best describes your highest completed level of education?

- Some High School
- High School Diploma or GED
- Some college
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate (PhD) Degree

* 2. Do you have a Project Management Certification (PMP)/Construction Management Certificate(CCM)/Professional Engineer (PE)/?

- Project Management Certification
- Construction Management Certificate
- Professional Engineer
- None of the above

* 3. Which of the following best describes your years of management and leadership experience in project management, utility management, operations, and/or engineering?

- Less than 7 years
- 7 years
- 8 years
- 9 years
- 10 years or more

* 4. How many years of experience do you have working in a union environment interpreting labor contracts, legislation, policies, and directives?

- No experience
- 1 - 3 years experience
- 3 - 5 years experience
- 5 - 7 years experience
- 7+ years experience

* 5. Do you have experience in staff hiring, disciplining and completing performance appraisals?

- Yes No

* 6. How many years of experience managing a multi-million dollar operating budget?

- No experience
- 1 - 3 years experience
- 3 - 5 years experience
- 5+ years experience

* 7. If you are selected to advance in this hiring process, you will be asked to obtain a Complete 5-Year Driving Record from the Department of Licensing. We will consider all traffic tickets and convictions that you have received within the past 5 years, and we will score them as follows: 0 Points: Parking Tickets 1 Point Each Violation: Any moving violation, collision, stop sign, defective equipment, speeding, seat belt, failure to signal, cell phone "any and all moving violations. 4 Points Each Violation: Suspended license, negligent driving, reckless driving, racing. 5 Points Each Violation: hit and run, vehicular assault, any DUI or alcohol related offense. If your total score is over 3 points, it is highly unlikely that the City of Seattle will hire you for a job that involves driving. If requested, can you submit a Complete 5-Year Driving Record with an acceptable driving history?

- Yes
- No
- I am a "current" regular City of Seattle employee and a driving record is not required

* Required Question