



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

POSITION DESCRIPTION:
Assistant Director of Engineering – Construction Management

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| <u>POSITION TITLE:</u> | Assistant Director of Engineering – Construction Management |
| <u>REPORTS TO:</u> | Director of Engineering |
| <u>SUPERVISES:</u> | Consultants, contractors, and staff, depending upon organizational needs |
| <u>FLSA EXEMPTION STATUS:</u> | Exempt |
| <u>LAST UPDATE:</u> | May 6, 2022 |
| <u>SALARY:</u> | Commensurate with experience and certifications |

SUMMARY OF PURPOSE:

The Assistant Director of Engineering - Construction plans, directs, manages and provides oversight of assigned construction projects to ensure that Agency goals and objectives are accomplished within prescribed schedule and budget parameters. Effectively communicates with General Engineering Consultant (GEC), Construction Engineering & Inspection team (CE&I), Independent Environmental Compliance Manager (IECM), technical staff, contractors and management. Provides internal and external coordination and collaboration with project partners and stakeholders. This position will assist in the management of key Agency initiatives and projects. The position requires considerable judgment and latitude in performing job duties, and is expected to function effectively with minimal direct supervision.

ESSENTIAL FUNCTIONS:

1. Provide detailed constructability reviews of project documents; make recommendations.
2. Advise, consult, lead and provide feedback on the development of construction procurement documents, including plans, construction phase consulting services, and GEC responsibilities.
3. Participates in and/or leads project evaluation and consultant selection for applicable procurements.
4. Manages day-to-day work on projects in construction phases; coordinate and make recommendations regarding status of work.
5. Attend and participate in partnering sessions with contractors, agencies, and organizations to obtain feedback on Agency performance and effectiveness; represent Agency needs; and develop strong working relationships throughout the industry.

6. Represent the Agency in Value Engineering studies on projects in development.
7. Assist in the development of project procurement documents for various delivery methods, including Design / Bid / Build, Design / Build, P3, and other innovative project delivery methodologies.
8. Represent the Agency in reviewing contractor requests through formal or informal processes, and provide prompt responses to keep projects on schedule.
9. Provide regular detailed reporting/metrics on existing projects, resources allocation, project status completion statistics, any variances to plan and forecasting of future needs.
10. Reviews and monitors project work to ensure that progress is within expected guidelines and is completed on time and within budget.
11. Review and provide recommendations on potential Change Orders on projects and process per contractual requirements, providing detailed analysis of impacts to the Agency budget and schedule.
12. Coordinate efforts of CE&I team, IECM and contractors on projects to ensure effective partnering.
13. Regularly review project schedule, analyze and monitor construction progress to determine impacts to schedule and provide feedback to Director of Engineering and Executive staff.
14. Regularly attend and / or lead detailed project meetings with contractors, GECs, consultants and outside agencies to ensure Agency goals are achieved.
15. Enforce constructor contracts compliance for reporting, environmental requirements, scheduling, and invoicing.
16. Work with GEC to define the roles of project team members, project reporting structures and frequency of interaction.
17. Monitors and communicates project-related issues, scope changes, variances and contingencies that may arise during the construction of projects to the Director of Engineering and Executive staff. Facilitates amicable solutions.
18. Meet with and effectively communicate with project partners, project stakeholders and general public.
19. Resolve conflicts between the GECs, contractors, and engineering consultants. Assumes a lead role in any dispute resolution activities occurring on assigned projects.
20. Monitors consultant and contractor progress and performance, reviews and approves invoices, and resolves payment and project disputes.
21. Effectively manages construction staff and consultants; ensures that staff members perform, at a minimum, at the "meets expectations" level; ensures that staff members receive ongoing and regular performance feedback.
22. Coordinates project management matters, both current and future, with the Texas Department of Transportation (TxDOT).
23. Advises, consults and communicates directly with the Executive Director, Chief of Staff, Director of Engineering, Director of Communications and other management level staff on project matters.
24. Analyze recommendations made by, and provides direction to, General Engineering Consulting (GEC) firm(s) and consultants performing CE&I services.

25. Works with General Counsel (internal and external) on project management, contract provision, terminologies and disputes issues. Coordinates construction activities associated with project implementation with Director of Toll Operations.
26. Participates in contractor evaluation, bid analysis reviews, and award recommendation.
27. Provides project management support and input associated with projects to Communications and the Community Relations Departments.
28. Occasionally prepares and leads presentations to the general public, CTRMA Board, and outside agencies and organizations.
29. Actively leads lessons learned meetings to improved quality of work performed for the Agency.
30. Present project reports or other presentations to the Agency Board of Directors at our monthly meetings.
31. Manages project budgets in an effective, efficient manner.
32. Completes any other job-related duties as assigned.

POSITION REQUIREMENTS:

1. Education:
 - Minimum: High School Education.
 - Desirable: Bachelor of Science Degree or higher (preferably in Civil/Mechanical Engineering, Transportation Planning, Construction Management or closely related field).
2. Minimum of 15 years of heavy highway or tollway related industry experience, with at least 10 years in construction management or related experience for highway or toll projects preferred.
3. Develop and grow relationships with industry partners such as Association of General Contractors, TxDOT and others.
4. Ability to effectively collaborate with internal and external resources.
5. Self-directed and able to function with ease as part of a team.
6. Technically astute and strategic in thinking.
7. Strong interpersonal skills along with excellent written and verbal communication skills.
8. Ability to focus on details as required, and have the ability to work well within a deadline driven environment.
9. Toll road construction experience is desirable.
10. Innovative project delivery methodology experience, such as Design-build or public private partnerships, is desirable.
11. Proven organizational skills and the ability to manage multiple priorities.
12. Proficient in MS Word, Outlook, Microsoft Office tools and project management software.

PHYSICAL/MENTAL REQUIREMENTS:

1. Uses personal computer approximately 4-5 hours per day.
2. Uses telephone and email to communicate with consultants, contractors and co-workers, approximately 5-6 hours per day.
3. Sits approximately 4-6 hours per day.

4. Visits project sites on an ongoing basis; moves about the project sites.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for the CTRMA other work duties not specifically listed herein.

Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.

APPLICATION REQUIREMENTS:

To apply, please send a cover letter and resumé to:

Central Texas Regional Mobility Authority
Attention: DeeAnne Vickery
3300 N IH-35, Suite 300
Austin, TX 78705

Email: dvickery@ctrma.org

This position will remain open until filled.