

CONSTRUCTION MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The Construction Manager will serve as the municipality's general contractor, overseeing and performing a wide range of construction, renovation, and rehabilitation projects on both municipality-owned properties and residential structures. The incumbent reports to the Superintendent of Public Works or similar higher level administrative official. Direct supervision is exercised over subordinate employees involved in construction projects. Assistance is also given to subordinates in accomplishing more difficult or skilled work. A Construction Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Perform hands-on construction work including demolition, framing, drywall, roofing, flooring, siding, window and door installation, painting, finish carpentry, plumbing, electrical (within code limits), masonry, and general repairs;
- Remodel and rehabilitate residential properties to meet local and state building codes;
- Execute renovation and maintenance projects on municipal buildings and facilities;
- Conduct property clean-outs, structural assessments, and site preparation;
- Maintain job site cleanliness and ensure compliance with safety standards;
- Oversee multiple projects ensuring work is completed on time and within budget;
- Develop and follow project timelines and work schedules;
- Coordinate subcontractors and assigned labor, if applicable;
- Inspect work for quality assurance and ensure compliance with applicable codes and standards;
- Supervise and evaluate skilled laborers or subcontractors assigned to projects;
- Provide on-the-job training, guidance, and quality control for project team members;
- Delegate tasks and ensure team efficiency and productivity;
- Assist with the development of project scopes and work plans in coordination with management;
- Prepare cost estimates for labor, materials, and equipment;
- Track project budgets and manage expenditures;
- Order, receive, and inventory supplies and materials;
- Prepare and submit progress reports, project close-out reports, and documentation required for grant reporting;
- Assist with the development of project-based funding proposals or contractor bids, including scopes of work and line-item budgets;
- Work closely with the municipality's leadership to identify properties and facilities in need of repair or improvement;
- Participate in long-term planning efforts to expand the capacity and effectiveness of the in-house construction team;
- Identify opportunities for cost savings, efficiency improvements, and value-added projects;
- Attend meetings as requested to provide project updates or technical insight;
- Ensure all work complies with local, state, and federal building codes, ADA standards, and OSHA safety regulations;
- Assist with permit applications and compliance with inspection requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of tools, terminology, and practices of building construction and maintenance; thorough knowledge of the safety precautions associated with building construction principles and practices; good knowledge of operation and maintenance procedures, such as heating, air conditioning, ventilating, electrical and plumbing systems; good knowledge of local, state, and federal building codes, ADA standards and OSHA safety regulations; ability to schedule and supervise the work of others; ability to interpret and follow written plans and specifications; ability to perform technical repairs and maintenance of building systems and equipment; ability to maintain employee time and purchasing records; ability to establish cooperative relationships with contractors, vendors, co-workers and others; manual dexterity; mechanical aptitude; initiative; good judgement; dependability; physical condition appropriate with the demands of the position.

MINIMUM QUALIFICATIONS: Seven (7) years of construction, contracting or project management experience, including three (3) years supervising construction crews, subcontractors or project teams.

SPECIAL REQUIREMENTS: Possess and maintain a valid driver's license to operate motor vehicles in New York State. In agencies where required, possess OSHA 30 certification and CPR/First Aid certification.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 8/15/2025