



Job Title: Construction Oversight Manager
Department: Department of Public Works
Hours: Monday – Thursday 8:15 AM – 5:00 PM, Friday 8:15 AM – 12:15 PM
Salary: \$32.86 – \$36.41 per hour this is a union position.

DESCRIPTION:

The City of Revere is seeking a detail oriented professional to oversee construction projects across the City of Revere. This is a newly created position that will ensure that organizations that are performing construction projects on behalf of the City do so in a timely, efficient and safe manner. The person in this position will be expected to work with construction companies and hold them accountable to their agreements with the City and proper building code.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Work with vendors to oversee and direct construction projects from conception to completion.
- Review the project in-depth to schedule deliverables and estimate costs.
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations.
- Coordinate and direct construction workers and subcontractors.
- Select tools, materials and equipment and track inventory.
- Review the work progress on a regular basis and address issues as they arise.
- Prepare internal and external reports pertaining to job status.
- Work with construction companies to develop strategies to get them back on track when unforeseen issues arise.
- Plan to prevent problems and resolve any emerging ones.
- Negotiate terms of agreements, draft contracts and obtain permits and licenses.
- Analyze, manage, and mitigate risks.
- Ensure quality construction standards and the use of proper construction techniques.
- Performs other related duties as required.

QUALIFICATIONS:

- Bachelor's degree preferred.
- At least five to ten (5-10) years of related experience preferably in a municipal setting.
- At least three (3) years of project management experience.
- OSHA 30 certification required.
- Valid drivers license required.
- Must be able to demonstrate excellent communication and interpersonal skills.
- Reverse residency preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of best practices in the field of construction and construction management.
- Knowledge of Massachusetts building code.
- Proficiency in use of technology such as laptop computers and tablets.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.

Skills:

- Strong problem solving and interpersonal skills.

Abilities:

- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently verbally and in writing.
- Ability to properly plan and prioritize work.
- Ability to plan and demonstrate "big picture" thinking.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands, fingers, feel or operate objects, tools or controls and reach with hands and arms and to talk and hear. The employee is required to stand, walk, sit, climb or balance. The employee is frequently required to stoop, kneel, crouch or crawl. The employee must frequently lift and or move up to 25 pounds and occasionally lift and or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. Often employee will be required to work during inclement weather conditions such as heavy rain, snow, flooding, hot and cold weather conditions. The employee regularly works near moving mechanical parts and is exposed to wet and humid conditions along with vibration. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electric shock. Will be required to work overtime in extended workday and emergency situations. Will be required to work on call rotations for emergency response.

The noise level in the work environment is very loud in field settings and moderately loud at other work locations.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.