

Construction Manager

City of Hoboken



General Summary

The City of Hoboken is seeking a Construction Manager to manage capital improvement projects within Hoboken's dynamic urban environment. Hoboken is a one-square mile city of approximately 54,000 people located on the west bank of the Hudson River directly across from Manhattan and New York City. Hoboken has experienced significant population growth and development since the turn of the century, and the City is now preparing to invest heavily in infrastructure in the coming years.

This position will be responsible for managing construction of the City's capital improvement projects. This includes construction of the City's redesign of Washington Street (Hoboken's "Main Street"), monitoring the City's flood resistance initiative "Resist, Delay, Store, Discharge", the construction of up to three new City parks encompassing a combined 11 acres, implementation of the City's Pavement Management Program, replacement of water mains, maintenance of Hoboken's municipal parking facilities, and more. This position may also serve as the City's "Responsible Charge" for administration of federally funded infrastructure projects.

Major Duties and Responsibilities

1. Supervise, coordinate, and monitor the construction of capital projects and programs to ensure contractor compliance with contract documents, that client objectives are met, and project documents are in accordance with approved standards
2. Review bid documents, contract forms, and may facilitate bidding processes
3. Prepare scopes of services for outside construction administration and inspection services on large construction projects
4. Supervise and direct work by inspectors to monitor construction activities for compliance with plans and specifications
5. Supervise and direct work by City staff for site improvements
6. Prepare monthly contract progress payments, prepare and negotiate change orders, and complete project documentation for contract close-out
7. Review of "pencil copy" of pay certifications
8. Perform wage rate inspections
9. Work proactively with project managers and project engineers to monitor the status of scope, schedule, and budget changes during construction
10. Ensure contractor compliance of Health and Safety Plans
11. Review contractor's certified payrolls
12. Ensure contractor compliance with prevailing wage
13. Participate in the coordination of processes to select and hire consultants and may supervise consultant work during construction
14. Serve as contact for coordination of technical issues with other City departments, outside agencies, and the public
15. Develop detailed reports, memoranda, letters, and other documents on performance measures, project records, costs, and general project status for both internal and external distribution
16. Identify corrective actions when a project progress faces potential budget shortfalls or schedule delays

Minimum Qualifications

- Experience: five (5) years of experience in construction management or civil engineering (seven years preferred)
- Education: graduation from an accredited four-year college or university with a Bachelor's degree in Construction Management, Civil Engineering, or related field. Applicants may substitute 10 years of Construction Management experience for a bachelor's degree.

Additional Desired Qualifications

- Certification as a Construction Manager (CCM) by the Construction Management Association of America
- Certification as a Certified Municipal Engineer (CME) by the New Jersey Society of Municipal Engineers
- Certification as a Certified Public Works Manager (CPWM) by the Rutgers Center for Government Services
- Certification as a Certified Floodplain Manager (CFM) by the Association of State Floodplain Managers
- License as a Professional Engineer (PE), issued by the New Jersey State Board of Professional Engineers

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of capital construction project management theories, practices and techniques
- Extensive knowledge of state and local contract, bidding process, and construction process and procedures
- Extensive knowledge of the Construction Management Association of America's Construction Management Standards of Practice
- Strong proficiency with reading and interpreting engineering plans, maps, and specifications
- Strong proficiency with State and Federal engineering roadway design and signage standards
- Proficiency in ArcGIS, Google Earth, and other mapping software
- Strong proficiency with Microsoft Office, including Excel, Word, and PowerPoint
- Strong proficiency with AutoCAD
- Strong proficiency with project management software, such as Microsoft Project, Basecamp, etc.
- Strong familiarity with the American Institute of Architects (AIA) "Integrated Project Delivery Guide"
- Strong familiarity with Occupational Safety and Health Administration (OSHA) regulations

Miscellaneous

- Appointee shall be required to possess a driver's license valid in New Jersey

Salary: Negotiable depending on qualifications.

****Please send resume and cover letter to Michael Kraus at mkraus@hobokennj.gov****