**Class Summary**

The responsibilities of this classification include planning, organizing, and administering construction contracts and construction management contracts for assigned capital and operating projects to support wastewater treatment and conveyance capital and operating projects. This classification is considered the highest non-supervisor construction management classification.

**Distinguishing Characteristics**

This is the fifth level in a six-level classification series. This classification is distinguished from the Wastewater Construction Management VI classification in that the Wastewater Construction Management VI classification is considered the unit supervisor.

**Examples of Duties**

1. Direct internal and external staff during the construction and/or inspection of wastewater facilities.
2. Develop condition assessment programs for conveyance lines and structures.
3. Develop criteria for capital repairs and replacement.
4. Provide project-specific planning and implementation of project inspections according to applicable existing policies, procedures, standards, and construction sequences for assigned projects in accordance with contract provisions or federal, state, local laws and regulations. Review and coordinate the submission of staff's field and facilities inspection reports.
5. Act as the technical liaison for construction management and inspection program issues. Provide technical reviews and respond to local agency public works submittals to ensure compliance with established County policies and procedures.
6. Ensure right of way, easement and permit conditions, and environmental protection requirements are adhered to relative to construction projects.
7. Serve as a liaison between the County, public agencies, property owners, and the general public for assigned projects.
8. Participate in the evaluation and selection of construction contracts. Administer construction contracts, requirements, and standards in plans and specifications for major complex public works construction projects. Define, negotiate, and document contract changes.
9. Manage consultant contracts, including scope, schedule, and budget, according to King County policies and procedures. Direct and oversee major project contract changes with contractors for assigned projects. Monitor, review, and oversee contractors' progress to ensure compliance with contract requirements and applicable codes and regulations and for quality assurance.
10. Develop methodologies and targets for measuring program effectiveness, track program performance, and provide project-related attestations as required (such as contractor payments of prevailing wage, etc.).
11. Plan and coordinate a program of inspection, sampling, and testing of fabricated materials, facilities, equipment, and machinery involved in King County's construction contracts.
12. Review plans and specifications being developed for specific projects to ensure compliance with King County’s established standards and objectives and for constructability. Develop reports and summaries of construction activities and supervise the preparation of “as-built” plans.
13. Assist engineers, planners, consultants, and operating and maintenance staff with Wastewater functions during the planning and design of facility extensions and modifications. Provide information regarding the location, configuration, and characteristics of aboveground, underground, and appurtenant facilities.
14. Provide legal staff with technical and contractual data in support of legal conditions on contracts and claims. Engage the PAO regarding contractually challenging situations to protect the County and keep the project moving forward.
15. Provide progress payment authorization requests and authorize change order requests on specific projects assigned.
16. Provide start-up assistance to operating departments as assigned, to ensure staff is adequately trained to utilize new equipment and facilities.
17. Prepare project status reports, resolutions, and other relevant documentation for assigned projects. Make presentations on the status of projects.
18. Direct and maintain project files and documents. Ensure files are accurate and up to date.
19. Review and ensure that prevailing wages and other federally required contractor documents adhere to contract requirements on assigned projects.
20. Participate in public meetings, hearings, and other Contractor requirements on assigned projects.
21. Perform other duties as assigned.

**Minimum Requirements**

Education

A bachelor's degree in engineering or related field or the equivalent combination of education and experience and seven (7) years of engineering or construction management experience is required. Five (5) of the seven (7) should include field inspection and duties similar to those performed by a Construction Management IV.

Knowledge/Skills

A thorough knowledge of current construction principles and practices and familiarity with relevant regulatory laws, ordinances, codes, standard specifications, and plans is essential. A detailed working knowledge of modern facilities inspection techniques, construction methods, practices, materials, and equipment is also required. The position requires planning and organizing the work of inspection and administrative staff, ensuring that assigned work is conducted correctly and that construction projects are proceeding in accordance with contract requirements. Detailed knowledge of wastewater systems, conveyance lines, and operations is highly desirable.

Ability to work independently and as a team member.

Demonstrated proficiency with business applications, such as Microsoft Office suite.

Physical Requirements

Some physical skill and effort are required to perform inspections of facilities.

Interpersonal Skills

Personal contacts include other King County employees, representatives of consulting engineering firms and contractors, private and public agencies, and members of the general public to ensure that facilities are being constructed as required; to coordinate design review and monitoring of construction projects and facilities inspection work and to implement new and/or modified AM programs. Negotiation and dispute-resolution skills are required.

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds.

Work Environment

Work pressure and frequent disturbances to workflow are to be expected.

When assigned to construction projects, most of the work is performed at construction sites around heavy operating equipment and in all kinds of weather conditions.

Exposure to potentially hazardous chemicals, pathogens, street traffic, and electrical installations is part of the normal working conditions.

Some inspection duties may require work to be performed in the evenings and/or on weekends.

May periodically be on 24-hour call to respond to site conditions, weather-related or other emergencies, and provide on-site direction of emergency repair work as required.

Supervision

The Wastewater Construction Management V is responsible for meeting division objectives by directing the work of assigned inspection staff or overseeing the department's start-up and commissioning program. Decisions are made concerning the assignment of work to assigned staff.

Responsibility

The Wastewater Construction Management V is responsible for the administration and oversight of specific construction, facilities inspection, and/or inspection projects; organizes and directs programs/projects and monitors budgets.

**Licensing, Certification and Other Requirements**

A valid Washington State driver's license

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | Wastewater Construction Management I, II, III, IV, V, and VI |
| **Class History** | 07/2005 – Created04/2006 – Updated08/2007 – Updated format10/2012 – Updated content and title01/2024 – Updated content |