

JOB DESCRIPTION

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205 Brueger Street, Wrangell, AK, 99929



Position	<i>Construction Project Manager I</i>	Type	<i>Permanent/Full Time</i>
Department	<i>Capital Projects</i>	Class	<i>Exempt</i>
Supervisor	<i>Capital Projects Director</i>	Salary	<i>Non-Union Grade # 32</i>

Summary

Under the direction of the Capital Projects Director, the Construction Project Manager I assists in the planning, coordination, design, and execution of municipal infrastructure and facility projects while serving in support of the Borough’s Building Official functions. The position helps ensure capital projects are delivered in compliance with applicable Federal, State, and Borough regulations, adopted building codes, and established project standards.

Incumbents perform a broad range of project management and code compliance responsibilities under the general supervision of the Capital Projects Director. Assignments typically involve projects of moderate scope and complexity, with sensitive regulatory interpretations or major project decisions reviewed in consultation with the Director.

The incumbent is expected to exercise independent judgment on routine assignments while recognizing when to elevate complex legal, financial, safety, or policy matters for further review.

Distinguishing Career Features

The Construction Project Manager I is the entry-to-mid-level classification within the Construction Project Manager series. Incumbents typically manage projects of moderate scope and complexity and are expected to independently coordinate routine project activities, contractor and consultant communications, field inspections, and project documentation while operating under the general direction of the Capital Projects Director.

The position is distinguished from the Construction Project Manager II by the level of project complexity managed, the degree of independent authority exercised, and the level of supervisory oversight provided. Complex regulatory interpretations, major contract disputes, high-risk safety issues, and politically sensitive matters are generally reviewed in consultation with the Director or senior staff.

This classification provides a progressive career path toward advanced project management, code enforcement, and Building Official responsibilities through the development of technical



expertise, regulatory knowledge, and professional judgment in municipal construction and infrastructure management.

Essential Duties and Responsibilities

This list is illustrative only and is not intended to be a comprehensive listing of all duties and responsibilities performed by incumbents of this classification.

- Assist in assessing Capital Improvement Project (CIP) requirements against Federal and State mandates, funding requirements, and operational priorities.
- Coordinate with consultants, contractors, departments, utilities, and outside agencies during project planning and development.
- Review programming and planning documents to determine project requirements and support multidisciplinary architectural and engineering coordination.
- Assist in defining project scope, schedules, budgets, and delivery methods.
- Interpret and apply adopted building, residential, mechanical, and fuel gas codes in support of local residential and commercial development activities.
- Assist in preparing solicitations, Requests for Proposals (RFPs), professional service agreements, technical specifications, and bid documents.
- Review construction plans, proposals, and contract documents for technical accuracy, completeness, and compliance with applicable standards and regulations.
- Monitor project budgets, process contractor payment requests, and assist with change order administration.
- Support procurement and contract administration activities in coordination with Borough staff.
- Conduct routine field inspections to verify construction progress, compliance with approved plans, and adherence to safety standards.
- Monitor contractor performance and document field conditions, project activities, and construction progress.
- Assist in ensuring compliance with environmental regulations, grant requirements, and municipal policies.
- Support permitting, inspections, and occupancy review activities under the direction of the Building Official.



- Report construction deficiencies, safety concerns, or code violations to supervisory staff and assist with corrective action coordination.
- Serve as a point of contact for assigned projects and coordinate communications between Borough departments, consultants, contractors, and regulatory agencies.
- Prepare technical reports, project updates, cost estimates, and supporting documentation.
- Maintain organized project files, grant documentation, inspection records, and closeout materials.
- Assist with grant administration, reporting, and compliance activities.
- Perform other related duties as assigned.

Qualifications

Knowledge and Skills

- Construction project management principles and practices.
- Municipal infrastructure systems, construction methods, and materials.
- Applicable building codes, safety regulations, and permitting processes.
- Familiarity with public procurement, contract administration, and project budgeting practices.
- OSHA/AKOSH safety standards and safe work practices.
- Project scheduling, cost tracking, and construction documentation procedures.
- Familiarity with Federal and State grant requirements and reporting processes.
- Working knowledge of engineering and architectural plans and specifications.
- Proficiency with standard office software and project management applications.

Abilities

- Interpret and apply Federal, State, and Borough regulations and policies.
- Read and interpret construction drawings, technical specifications, and engineering reports.
- Coordinate multiple assignments and maintain organized project documentation.
- Establish and maintain effective working relationships with contractors, consultants, regulatory agencies, and the public.



- Communicate technical information clearly in verbal and written formats.
- Identify construction deficiencies and assist in resolving project issues.
- Exercise sound judgment and recognize when issues require supervisory review.
- Project management, financial tracking, and office productivity software.

Physical Abilities

- Sufficient ambulatory ability to navigate active construction sites and uneven terrain.
- Bend, stoop, crouch, climb ladders, and access confined or elevated areas during inspections.
- Visual acuity sufficient to read plans, technical documents, and inspect construction activities.
- Communicate effectively in person, by telephone, radio, and electronic communication methods, including in noisy construction environments.

Education and Experience

- Minimum: High School diploma or GED and five (5) years of experience in construction management, civil engineering, public works, building inspection, or a related field.
- Preferred: Bachelor's degree in construction management, civil engineering, architecture, or a related field and experience in municipal infrastructure or public works.
- An equivalent combination of education, technical training, certifications, and experience that provides the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- Valid driver's license required.
- ICC certification or the ability to obtain appropriate code certification within a timeframe established by the Borough may be preferred or required.

Working Conditions

- Work is performed in both office and field environments.
- Fieldwork includes exposure to varying weather conditions, uneven terrain, heavy equipment, active construction zones, noise, dust, and other environmental conditions.



- Use of appropriate Personal Protective Equipment (PPE) is required during site visits and inspections.

I acknowledge that I have received and reviewed this job description. I understand the general duties, responsibilities, and qualifications of the position. I understand that this job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. I further understand that this job description is not intended to be a complete list of all responsibilities, duties, work steps, or skills required for the position, and that the employer may modify duties and responsibilities as needed.

Employee Signature

Date

