

JOB DESCRIPTION

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205 Brueger Street, Wrangell, AK, 99929



Position	<i>Construction Project Manager II</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 # 34</i>

Summary

Under the direction of the Capital Projects Director, the Construction Project Manager II independently leads the planning, design, procurement, administration, and execution of complex municipal infrastructure and facility projects while serving as the Borough's designated Building Official. The position ensures capital projects are delivered on schedule, within budget, and in compliance with applicable Federal, State, and Borough regulations, adopted building codes, and professional standards.

Distinguishing Career Features

The Construction Project Manager II is the senior-level classification within the Construction Project Manager series. Incumbents are assigned responsibility for the Borough's most complex, high-value, technically challenging, or politically sensitive capital improvement and infrastructure projects and are expected to operate with a high degree of professional independence and discretion.

The position is distinguished from the Construction Project Manager I by the level of autonomy exercised, the complexity of projects managed, and the authority to independently interpret and enforce building and safety codes, resolve complex field and contract issues, and make definitive project and regulatory decisions with minimal supervisory oversight.

This classification requires advanced technical expertise in municipal construction management, contract administration, code enforcement, permitting, and regulatory compliance. Incumbents are expected to exercise sound professional judgment in high-impact situations, balance competing operational and public interests, and serve as a technical resource and advisor to Borough leadership, contractors, consultants, regulatory agencies, and the public. May provide lead direction, technical oversight, or project coordination for subordinate staff, consultants, inspectors, or contractors.



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.

- Lead the planning and execution of Capital Improvement Projects (CIPs), ensuring compliance with Federal and State mandates, funding requirements, and Borough priorities.
- Develop comprehensive project schedules, resource plans, budgets, and implementation strategies for complex infrastructure and facility projects.
- Coordinate multidisciplinary engineering, architectural, environmental, and technical activities.
- Consult with design professionals, legal counsel, landowners, utility providers, regulatory agencies, and stakeholders to define project scope and evaluate alternatives.
- Serve as the Borough's authority on the interpretation and enforcement of adopted building, residential, mechanical, and fuel gas codes.
- Lead the development of Requests for Proposals (RFPs), Requests for Qualifications (RFQs), bid solicitations, technical specifications, and professional service agreements.
- Review and approve construction plans, proposals, and contract documents for technical accuracy, code compliance, constructability, and adherence to professional standards.
- Manage project budgets, contractor payments, change orders, claims, and contract negotiations.
- Prioritize project sequencing and resource allocation to maximize the effective use of public funds.
- Oversee procurement and contract administration activities in compliance with public contracting requirements.
- Direct and oversee contracted construction services to ensure compliance with project specifications, schedules, and performance standards.
- Conduct and oversee inspections of construction activities for compliance with approved plans, safety standards, and building codes.
- Exercise the authority of the Building Official to issue permits, conduct inspections, issue Certificates of Occupancy, and enforce compliance with adopted codes.



- Issue Stop Work Orders and corrective directives when construction activities violate approved plans, life-safety standards, or code requirements.
- Ensure project compliance with environmental regulations, grant conditions, and municipal policies.
- Resolve complex field conditions, disputes, and regulatory issues with minimal supervision.
- Serve as the primary point of communication for major capital projects and coordinate with Borough leadership, elected officials, consultants, contractors, agencies, and the public.
- Prepare and review technical reports, executive updates, cost estimates, budget projections, and project documentation.
- Support the pursuit, administration, and management of Federal and State grant opportunities and ensure compliance with reporting and audit requirements.
- Serve as a liaison and technical advisor to the Board of Adjustments and Appeals regarding code interpretations, variances, and disputes.
- Mentor and provide technical guidance to subordinate staff or project team members as assigned.
- Perform other related duties as assigned.

Qualifications

Knowledge and Skills

- Advanced knowledge of construction project management principles, public infrastructure systems, and municipal capital improvement planning.
- Advanced knowledge of building codes, life-safety standards, accessibility requirements, and code enforcement procedures.
- Federal, State, and local laws governing public construction, procurement, environmental compliance, and prevailing wage requirements.
- Engineering and architectural design principles related to public facilities and infrastructure systems.
- Contract administration, change order management, claims resolution, and project closeout procedures.
- OSHA/AKOSH safety standards and risk mitigation practices.



- Governmental budgeting, accounting, and public funding constraints.
- Federal and State grant administration and compliance requirements.
- Advanced knowledge of project scheduling, critical path sequencing, and resource allocation.
- Professional supervision and consultant management practices.
- Proficiency with enterprise project management systems, financial tracking software, and office productivity applications.
- Advanced knowledge of public sector risk management and construction claims mitigation.
- Municipal governance processes and public meeting procedures.
- Regulatory enforcement procedures and administrative due process.

Abilities

- Independently manage multiple complex capital projects simultaneously.
- Interpret and apply complex regulations, codes, contracts, and technical standards.
- Advanced ability to read and interpret construction drawings, engineering reports, technical specifications, and legal documents.
- Independently resolve complex project, code enforcement, and construction disputes.
- Exercise sound professional judgment and make defensible regulatory and operational decisions.
- Managing project budgets, schedules, and contractor performance.
- Responding effectively to changing project conditions, emergencies, and competing priorities.
- Establish and maintain effective relationships with elected officials, regulatory agencies, consultants, contractors, and the public.
- Prepare clear, accurate, and concise technical reports and presentations for technical and non-technical audiences.
- Identifying and mitigating safety hazards and enforcing compliance with applicable regulations and standards.
- Make independent regulatory determinations with significant operational and legal implications.



- Negotiate and resolve complex contractual disputes and project claims.
- Represent the Borough in high-level public, regulatory, or legal discussions.

Physical Abilities

- Sufficient ambulatory stamina to navigate active construction sites and undeveloped terrain.
- Bend, stoop, crouch, crawl, climb ladders, and access confined or elevated spaces during inspections.
- Advanced visual acuity is sufficient to review detailed plans, inspect construction quality, and identify safety concerns.
- Sufficient hearing and verbal communication ability to effectively communicate in office settings and noisy construction environments.

Education and Experience

- Minimum High School diploma or GED and eight (8) years of experience in construction project 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 six (6) years of progressively responsible qualifying experience, including complex municipal or public infrastructure projects.
- 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 as a Building Official, Combination Inspector, or related certification 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.



- The incumbent will regularly work near moving mechanical equipment and may be exposed to environmental hazards, including airborne particles, chemical agents, electrical systems, and extreme temperatures.
- 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

