



# JOB NOTICE

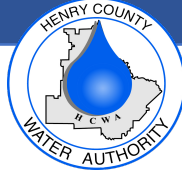
## Assistant Manager, Construction & Inspections

### Summary

The individual in this full-time position reports directly to the Construction and Inspections Manager, but requires substantial exercise of independent judgment and initiative. The individual plans, organizes, assigns, supervises, and reviews the work of staff in the Construction and Inspections Department for HCWA infrastructure projects. The projects are associated with annual labor contracts (HCWA capital improvement projects), development projects, asset warranties, and certificate of occupancy inspections. The individual is responsible for ensuring capital construction projects are managed and administered in accordance to contract specifications, legal requirements, accepted standards, and demanding completion schedules. The individual manages the completion of day-to-day inspections of construction projects with a high degree of accuracy and timeliness. This individual's work is complex and involves significant accountability and decision-making responsibilities.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Plans, supervises, directs and evaluates the inspection process for water and sewer asset improvements associated with development projects, HCWA line extension projects, and utility relocation efforts associated with Henry County SPLOST, HCDOT, & GADOT construction projects.
- Responsible for project bid & award efforts conducted by the HCWA. Duties include: Development of any necessary request for proposals (RFPs), and compilation of all necessary documents to properly solicit bids from qualified contractors for the specific work planned; address any pre-bid requests for information (RFIs) in an appropriate and timely manner; organize and attend necessary pre-bid conferences to discuss principal construction features and requirements in terms of methods and equipment; conduct official HCWA bid openings; participate in the review and evaluation process for bids received; and participate in the final selection of contractors.
- Responsible for the construction administration efforts for HCWA infrastructure projects. Duties include: coordinate administrative responsibilities for both Division contract work and developer construction work for water & sewer facilities; organize and conduct all pre-construction meetings; review progress schedules, construction activities and requirements with contractors; maintain daily logs of work performed for all HCWA Annual Labor Contractors (detailing labor performed and materials installed); monitor compliance of job site safety and employ appropriate procedures to enforce conformity if deficiencies exist; perform thorough review of monthly payment estimates and provide recommendation regarding payment; calculate and process construction payment in accordance with the contract terms and deadlines; perform thorough review and evaluation of construction claims; perform final acceptance inspections and project closeout packages consisting of preparation of completion notices, final payments and bond release letters.
- Ensures proper documentation is compiled, completed and maintained for HCWA infrastructure projects, this includes any associated Developer projects which involve the construction, modification, or repair of infrastructure that will either be owned, or will impact, the HCWA. Duties include: Efforts to prepare, process and maintain a wide variety of special reports, correspondence, submittal records, development checklists, and files pertaining to construction projects; perform review and final approval of Developer final plats; ensure and review information compiled by staff such as daily activity records (daily logs) and photographs of construction work at various stages of completion to report progress pictorially; review and approve as-built drawings, development/contractor affidavits, deed of conveyances, easement drawings, letter of credits, etc. prior to acceptance of water/sewer lines and lift-stations; maintain a project SQL database of the information compiled.
- Coordinates and recommends resolutions to construction related issues or claims. Duties include: serve as the HCWA liaison with outside Contractors performing work on HCWA infrastructure (Contractors: HCWA Annual Labor Contractors, Development Community Contractors, or other); interpret technical specifications and review contractor claims; facilitate open communication and cooperation between HCWA management and staff, contractors, state and local officials, and any other stake holders in order to evaluate and resolve construction and compliance problems as



quickly as possible; coordinate resolutions of issues regarding administration of a contract's general and special provisions.

- Responsible for any necessary continuing education to stay informed and up-to-date on current construction design techniques, new construction materials and methods, and changes in legislation pertaining to laws, codes and regulations affecting the work of the Division. Duties include: completion of all necessary personal continuing education, as well as ensure all department staff also completes and maintains the appropriate level of continuing education to perform their job functions and duties;
- Maintains customer service at a high quality. Duties include: periodic review, recommendation, and implementation of improved organization, operation, and/or delivery of services to both internal departments as well as to the general public.
- Develops, maintains, implements and coordinates Emergency Action Plans within the department to ensure appropriate safety and security protocols are in place. Duties include identifying and developing procedures that target areas of risk, and performing drills or tabletop discussions that raise awareness and train employees on how to appropriately respond to threats, risks, and emergency situations.

**Supervisory Responsibilities:** Assists in managing the employees in the Construction and Inspections Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience:** Bachelor's degree in construction or civil engineering from four year college or university; five (5) years of relative experience in construction project management; at least five years of management experience; or equivalent combination of education and experience.

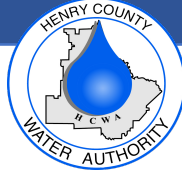
**Computer Skills:** To perform this job successfully, an individual should have a minimum of two (2) years of experience in utilizing Windows and Microsoft Office or equivalent software in work related field.

**Certificates, Licenses, Registrations:** Water Distribution System Operator License; Wastewater Collection System Operator License; Erosion and Sediment Control Training Certification (Level 1B); Competent Person Certificate; and a valid Georgia Driver's License.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and use hands to handle or feel. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

***Applications for this position will not be accepted after  
5:00 p.m. on Friday, August 4, 2023.***



**Henry County Water Authority is an Equal Opportunity Employer.**