



NX Utilities Job Description

Job Title: Construction Manager
Department: Construction
Reports To: Director of Construction
Location: Grand Prairie, TX
FSLA Status: Exempt

Summary

The purpose of this position is to complete construction projects by planning, organizing, and controlling projects; completing quality inspections; supervising sub-contractors and staff.

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

- Manages sub-contractors by locating, evaluating, and selecting sub-contractors; monitoring and controlling performance.
- Meets operational standards by contributing construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying construction management system improvements.
- Meets construction budget by monitoring project expenditures; identifying variances; implementing corrective actions; providing non-project annual operating and capital budget information.
- Accomplishes construction project results by defining project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders.
- Approves construction projects by conducting inspections at critical phases; obtaining approvals from buyers.
- Prevents fines and interruptions by complying with, and enforcing, codes.
- Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations.
- Updates job knowledge by tracking and understanding emerging construction practices and standards; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Manage the material ordering and inventory process
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 3-5 years of aerial and underground utility construction for CATV and fiber optic transmission as well as telephone systems
- Required knowledge of ISP Construction in commercial and industrial settings
- Excellent reading/writing ability and math skills to understand job specifications and accurately complete paperwork
- Full comprehension of construction plans in order to supervise successful completion of operations
- Excellent logistics ability in order to identify and solve problems while supervising field activities
- High sense of urgency for customer needs
- Develop and maintain team-building through strong interpersonal and leadership skills
- Willingness to work when necessary in order to accomplish ever-changing workload with occasional overnight travel required
- Have an overall understanding of the work environment and process
- Efficient time management, organizational and multi-tasking skills
- Must be able to work under pressure
- Highly motivated individuals are desired
- Candidates must be able to pass pre-employment testing (MVR, drug and background)

Education and/or Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or 3 years of experience as a lead worker or five years of experience in the construction field, at least 2 of those years must have been in a supervisory role, or any equivalent combination of education and experience.