

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **CONSTRUCTION MANAGER**

PURPOSE OF CLASSIFICATION

The purpose of this job is to locate property, design, and build EMS Stations. Duties and responsibilities include supervising assigned employees; organizing work activities; planning equipment/materials needed for projects; drawing up specifications and taking bids from sub-contractors; overseeing the maintenance of existing buildings, preparing reports; and performing other tasks as assigned. Reports to Ambulance Services Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, and disciplines.

Writes and reviews bid specifications; makes recommendations on bidders.

Locates and evaluates suitable property; determines soil quality and suitability for sewage disposal; oversees the construction of property drainage; designs footings and substructure to support new construction in conjunction with contracted engineers.

Provides direction, guidance and assistance to assigned staff; organizes projects; assigns and evaluates work.

Coordinates availability of equipment/materials needed for projects; purchases all appropriate building materials.

Oversees electrical layout and installation; plumbing; HVAC; telephone; cable television; computer lines.

Designs and supervises the installation of insulation packages, roof structures, storage areas, landscaping, fire walls exterior (brick, siding, etc.), and cabinets; manages the installation and finishing of drywall.

Formulates and develops the budget for all projects, purchases all applicable permits, as required.

Makes presentations to various committees.

Supervises all building upgrades and remodeling.

Manages all work of sub-contractors according to specifications and local codes and resolves conflicts between the same.

Operates/utilizes a variety of diagnostic, medical, and other equipment, tools and supplies.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

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Designs and manages installation of security systems in ambulances and all buildings according to Homeland Security awareness; maintains all systems in ambulances for the security of narcotics; downloads all security systems monthly to assure proper database maintenance and to detect any breaches outside normal warnings; maintains a database of all employees assuring that they have access to needed units and are denied access to off-limit units.

Manages all mobile and portable communications, including repeaters and voter systems; tests, detects, and corrects any problems with communications; monitors all systems and makes recommendations for upgrades as needed.

Maintains a comprehensive current knowledge of the policies, procedures, practices, laws, and regulations pertaining to the ambulance department and homeland security; maintains an awareness of new practices, equipment, and trends in the profession; makes recommendations for routine replacement of equipment when needed; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

Assists paramedics with calls during high volumes, or with calls involving multiple patients.

Provides assistance in landing zones for helicopters, allowing emergency personnel to focus on the patients.

Acts as a consultant for the County Mayor and other department heads on building projects to determine need, size, and budget of the project.

MINIMUM QUALIFICATIONS

Vocational/Technical School diploma in Paramedic or Emergency Medical Technician program required, with a minimum of two years of experience construction design and build or related field; with one to two years of supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. General Contractor's License in the State of Tennessee is required, as well as a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to comprehend, interpret, and apply regulations, procedures, and related information; requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics of data, people, or things.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing the essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires the ability to read a variety of informational documentation, directions, instructions, and procedures.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to calculate time and weight; and the ability to utilize mathematical formulas.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods of standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. Has the ability to estimate time, materials and supplies required to complete various tasks.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light to moderate physical effort, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve even heavier objects and materials (up to 200 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally. Some tasks require the ability to inspect items for proper length, width, and shape.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, hazardous materials, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: communications, office work, testing equipment, building maintenance, medical calls, command operations, etc.

Surface: concrete, wood, tile, dirt, rock

Estimated Total Hours: 4 **Maximum Continuous Time:** 1

2. SITTING

Estimated Total Hours: 4 **Maximum Continuous Time:** 1

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: chairs, office equipment, drawers
Height of hands above floor during push: 4 feet

5. BENDING/SQUATTING/KNEELING

Tasks: medical calls, command operations, office work
Frequency: daily

6. REACHING

Hands Used: RIGHT LEFT BOTH X

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	50 % of time
Outside	50 % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

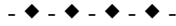
9. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Chargers, medical equipment, test equipment, hand tools, computers, power supplies, antennas

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily

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Rutherford County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this position description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date