

CONSTRUCTION MONITOR  
(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Monitors construction of municipal capital projects, construction that involves Town infrastructure, and all projects approved by the Town Planning Board; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director – Department of Technical Services, the incumbent of this position is responsible for monitoring all construction projects involving municipal capital works projects, Town infrastructure (roads, water lines, curbing, etc.) and all projects approved by the Town Planning Board (subdivisions, commercial projects, large scale developments, etc.) With regard to the Town’s capital projects, the incumbent is responsible for assisting with the development of plans and specifications, estimating costs, drawing up bid specifications, accepting and awarding bids. Site inspections may be undertaken to ensure compliance with bid specifications. The incumbent monitors all construction projects to ensure proper curbing, sidewalks, roadway and surfaces, water lines, etc. for which the Town will be assuming ownership and that everything is constructed in accordance with the approved plans and specifications. With regard to Planning Board approved projects, the incumbent is responsible for on site inspection to ensure compliance with what was approved by the Planning Board and the approved plans. The incumbent of this position would have extensive contacts with contractors, outside consultants, Town staff, utility companies and other governmental agencies to ensure proper approvals, and compliance with codes and regulations are met.

EXAMPLES OF WORK: (Illustrative Only)

Assists with developing plans and specifications, estimates costs, places projects out to bid, and receives and awards bid for Town capital projects;

Conducts on site inspections of commercial and/or residential infrastructure that will be assumed by the Town, including curbing, sidewalks, roadways and surfaces, water lines, etc.;

Receives approved Planning Board projects and conducts on site inspections to ensure compliance with approved plans; may approve minor on-site modifications;

Works with contractors, outside consultants, Town staff, utility companies and other governmental agencies to ensure proper approvals, and compliance with codes and regulations;

Meets with the Director – Department of Technical Services to review and plans for need capital improvements, traffic and utility systems, and follows up on the status of all capital projects;

Maintains a project-tracking database to identify the status of each capital project;

Meets with the Director – Department of Technical Services to ensure timely submission of all materials to the Local, County, and State approving authorities;

Ensures that appropriate SEQRA procedures are followed on all construction projects;

EXAMPLES OF WORK (Illustrative Only) (continued)

Researches all relevant local, County, and State codes and procedures for each construction project;

Provides continual monitoring and field inspections for various projects as assigned by the Director – Department of Technical Services;

Maintains written daily inspection records;

Ensures that all bonds, insurance and other information is complete and issues notice to proceed;

Oversees all improvements of Town owned buildings;

Reviews and approves claims for extra work; change orders; contractor partial and final payment requests;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, methods, materials and equipment common to building construction; good knowledge of the building trades; knowledge of building, road, and water/wastewater facility construction practices; knowledge of surveying practices; ability to establish and maintain cooperative relationships with building contractors; ability to read and interpret a variety of blueprints, plans and specifications applicable to building construction and site plan development; ability to make skilled technical inspections and to enforce regulations firmly, technically and impartially; ability to keep records and prepare reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; honesty; integrity; thoroughness; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) five years of work experience in building construction work, building repair or building mechanical maintenance work, two of which must have been in a supervisory capacity; or b) five years of work experience where the primary function of the position involved the coordination of construction projects; or c) successful completion of a two year post high school course in an engineering technology and three years of work experience in building construction work, building repair or building mechanical maintenance work, two years of which must have been in a supervisory capacity; or d) a satisfactory equivalent combination of the foregoing training and experience.