

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING ) RESOLUTION NO. 85-612  
A NEW CLASSIFICATION OF )  
CONSTRUCTION MANAGER )


WHEREAS, Metro Personnel Rules, Section 26, require that any new classification added to the Classification Plan requires Council approval; now, therefore,

BE IT RESOLVED,

1. That the Metro Council approves the addition of a Construction Manager classification attached hereto as Exhibit A to the Metro Position Classification Plan.

2. That the salary range for Construction Manager classification shall be 12.5.

ADOPTED by the Council of the Metropolitan Service District  
this 5th day of December, 1985.

  
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Presiding Officer

RB/srs  
4753C/435-2  
11/26/85

Metro  
Classification No.:

Established:  
Revised:  
EEO:  
AA: Professional

## CONSTRUCTION MANAGER

### MISSION STATEMENT

Under direction of the Assistant Zoo Director, provides construction coordination, supervision and inspection services between the Zoo and contractors operating on the Zoo premises; maintains internal record-keeping systems; provides design and project-management recommendations; and performs administrative services.

### DISTINGUISHING CHARACTERISTICS

The construction manager will be responsible for providing construction management for current improvement projects and for providing advice on projects included in the strategic planning to process to Zoo administration and Metro Executive Management as needed. This position requires the ability to develop an effective working relationship with architects and multi-level representatives from a variety of construction fields or specialities. The incumbent will have the skills necessary to develop, review, interpret and modify highly complex and technical graphic and narrative construction documents, monitor and evaluate progress in accordance with detailed specifications, and ensure continuing compliance with local, state and federal regulatory agencies.

### PRINCIPAL FUNCTIONS

Duties include but are not limited to:

#### 1. Program Development

##### Typical Activities:

- Identifies needs and considerations in implementing the capital improvement projects contained in established Zoo program goals and objectives.
- Provides direct professional services and technical expertise in identifying construction problems and through analysis, identifies alternate solutions, and makes recommendations both orally and in writing, for the resolution of identified problems.
- Develops prepares and review bid specifications.
- Develops and organizes a complete system of construction records from the design state through to completion, operational testing, and after-test modifications.

- Determines necessary license, code and permit requirements for each construction project.

## 2. Project Administration

### Typical Activities:

- Coordinates Zoo management input and change order requests, conveys these directives to project architects and contractors.
- Monitors construction progress and regularly reports on the status of all projects to Zoo management.
- Coordinates activities of architects, engineers and contracts and inform Zoo divisions affected by those activities.
- Observes and records all required laboratory tests and inspections.
- Reports deficiencies, observed or resulting from testing, to the construction superintendent and/or architect.
- Reviews contractor progress payment applications and reports agreement or non-agreement to the architect.
- Reviews architect payment applications and reports agreement or non-agreement to Zoo administration.
- Inspects all contract work in progress to ensure compliance with specification, requirements and timely completion of scheduled work.

## 3. Consultation

### Typical Activities:

- Considers suggestions or recommendations made by the contractor and refers them to the architect.
- Notifies the architect about all phases of the work and meetings with the construction superintendent and/or Zoo administration which require the architect's presence.
- Provides, as required by Zoo administration, records and interpretation regarding information in the daily log book, progress report, correspondence file, payment file, change order file, test and inspection file, site conference file and job memo file.
- May act as general contractor.
- Represents Zoo administration in providing technical information to construction personnel; Metro management or special-interest groups.

## REQUIRED KNOWLEDGE AND SKILLS

### Substantial Knowledge Of:

Principles, techniques and strategies of management theories and practices; organization, function, limitations and purpose of local, regional and state governmental activities in construction; administrative practices and procedures.

### Working Knowledge Of:

Different construction methods and techniques; mechanical, electrical, plumbing, hydraulic, filtration and irrigation systems and motorized equipment; building code and construction safety code requirements in the state of Oregon; AIA and NSPE documents.

### Substantial Skill To:

Plan, budget, schedule and coordinate the work involved in capital improvement projects; project costs of new construction and related annual operating costs; effectively communicate verbally and in writing to both contractors and Zoo management.

### Ability To:

Establish and maintain effective working relationships with employees, contractors, architects, public regulatory representatives and others involved in capital improvements; write work reports and maintain current and timely construction records; interpret and apply regulations, codes, sketches, blueprints, diagrams, technical maintenance manuals to all stages of construction activities; direct and manage a variety of projects and interpret information and facts to determine potential implications and impact on Zoo operations.

## WORKING CONDITIONS

Duties are performed both indoors and outdoors and involve a wide variety of walking, standing, stooping and bending activities. Work required is both sedentary and active. Outside work is performed in a variety of environmental settings including rough terrain and inclement weather.

## RECRUITING INFORMATION

1. Sources: Other governmental and private sector construction and building firms.
2. Minimum Recruiting Standards:

Any satisfactory combination of experience and training that would demonstrate possession of the required knowledge and skills levels.

CONSIDERATION OF RESOLUTION NO. 85-612, AUTHORIZ-  
ING A NEW CLASSIFICATION OF CONSTRUCTION MANAGER

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Date: November 13, 1985

Presented by: A. M. Rich

FACTUAL BACKGROUND AND ANALYSIS

The Zoo is currently in the midst of a 13-year plus, capital construction program that will expand the number and change the characteristics of its exhibits and visitor amenities. It has also significantly accelerated its operating programs including many special events such as the summer concerts and Bird of Prey shows. Although, the workload relating to the number of on-site visitors decreases during the winter months, the continuing construction and the planning and scheduling of main season events tends to diminish the distinction between summer and other seasons.

Earlier it was anticipated that the manager of Buildings & Grounds could serve also as construction manager for the Zoo. To date he has done so, but at the sacrifice of much personal time. To assist us in analyzing this situation, we employed Kathi A. Ketcheson, a research assistant at Portland State University. She was supervised by Dr. Daniel O'Toole, Associate Professor of Public Administration. Her findings were that with the acceleration of both operating programs and construction, this dual function no longer appears reasonable. We currently have under actual construction the remodel of the elephant viewing room, the gift shop/cashroom remodel, the remodel of the west bear grotto, and the new electrical distribution system.

We are in the process of designing our Africa Bush Phases I and II, the Education/Interpretive Center and the Elephant Museum. We expect during the next funding cycle to remodel the east bear grotto, do Africa Bush III and update those parts of the Master Plan relating to the Children's Zoo, main entrance and the aquarium.

This workload justifies separating the construction management responsibilities from those of the management of the operations of building and grounds. We recommend that we create in the capital budget the position of construction manager, with that person charging time to the projects being managed. This will provide full-time management for our extensive construction program and will allow the Building & Grounds Manager that time required to effectively manage the operations of that Division.

A classification study of the proposed Construction Manager position has been conducted by the Personnel Officer. He has approved the attached job classification. In accordance with the CPA Job Evaluation and Classification Study, he has factored the position in the 12.5 salary range.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends the Council Adopt Resolution No. 85-612.

4. WRITTEN COMMUNICATIONS TO COUNCIL ON NON-AGENDA ITEMS

None.

5. CITIZEN COMMUNICATIONS TO COUNCIL ON NON-AGENDA ITEMS

None.

6. CONSIDERATION OF RESOLUTION NO. 85-612, for the Purpose of Authorizing a New Classification of Construction Manager

Randy Boose, Personnel Officer, explained the position was necessary to manage increased construction activity at the Zoo. Mr. Boose said he had conducted an extensive study of the proposed position and in accordance with the CPA Job Evaluation and Classification Study, had factored the position in the 12.5 salary range.

Motion: Councilor Kirkpatrick moved to adopt Resolution No. 85-612 and Councilor Van Bergen seconded the motion.

Vote: A vote on the motion resulted in:

Ayes: Councilors Gardner, Hansen, Kirkpatrick, Kafoury, Kelley, Oleson, Van Bergen and Bonner

Absent: Councilors Cooper, DeJardin, Myers and Waker

The motion carried and Resolution No. 85-612 was adopted.

7. Public Hearing Regarding the Waste Reduction Program

Chairman Bonner announced that in order to give as many people as possible the opportunity to speak, each testifier would be limited to five minutes.

Dan Durig, Director, Metro Solid Waste Department, first identified the written reports and documents available at the meeting including the Waste Reduction Program, the Program Summary, Work Plan, Staff Amendments, a flow chart of the Work Plan and a copy of Resolution No. 85-611, a Resolution for the Purpose of Adopting a Solid Waste Reduction Program.

Mr. Durig then presented an overview of the region's solid waste management system. Metro, he said, had the responsibility and authority for providing for the efficient and environmentally sound disposal of solid waste. Collection of that waste, however, was furnished by the private sector. Mr. Durig explained this diversity of responsibility sometimes confused the public because they did not