

Bring your passion, expertise, and experience to IBTS, where we appreciate and are committed to our employees. We offer outstanding benefits, growth opportunities and work hard to maintain a culture that values our employees.

The Institute for Building Technology and Safety (IBTS) is a 501(c) (3) non-profit organization that was established to provide unbiased professional building code compliance services, while enhancing the communities in which we work. At IBTS, our mission is to deliver quality services to meet the challenges of governance at all levels while enhancing public safety, economic development, and the general welfare of the community. Our services include Building and Community Development, Energy and Sustainability Services, Disaster Planning and Recovery, Quality Assurance, as well as Compliance and Risk Monitoring.

IBTS is headquartered in Ashburn, VA, with additional offices in Louisiana, Missouri, New York, Oklahoma, Texas and Washington, DC.

We are committed to building a community of experts with diverse backgrounds, disciplines, and perspectives who are passionate about our mission. Explore the opportunities.

### **Summary:**

The role of the Construction Manager is to plan, direct, or coordinate, usually through subordinate supervisory staff, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. This position will also entail some business development, managing proposal processes, implementing proposed projects and managing the teams that are delivering.

### **Essential Functions:**

- Performs project control, cost estimation, contract administration, quality assurance, and scheduling and control activities involved in construction, public works projects, or programs administered by IBTS.
- Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Plan, schedule, or coordinate construction project activities to meet deadlines.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Oversees and monitors the design and construction process to ensure projects are completed by contracted consultants and contractors in accord with project schedule, budget, and using agency requirements.
- Plan, organize, or direct oversight activities concerned with the construction or maintenance of structures, facilities, or systems.
- Study job specifications to determine appropriate construction methods
- Develop or implement quality control programs.
- Review and approve in coordination with the Client, new or modified plans in response to delays, bad weather, or construction site emergencies.
- Coordinates and works with contracted consultants and constructors relevant to project requirements in accord with established procedures, including all required permitting.
- Identifies potential delays and takes appropriate actions to eliminate or minimize their cause and/or impact on the project..

- Direct and supervise employees performing construction related activities, such as site reviews and inspections.
  - Attend meetings with Client, Contractors, and IBTS employees on weekly, monthly, or other scheduled times.
  - Perform other duties, responsibilities and activities as directed by IBTS Senior Management or others as assigned at any time with or without notice
  - Prepares a clear, accurate job record in IBTS database listing inspections conducted, personnel on site, causes of delays, and job problems as well as appropriate photo documentation.
  - Perform oversight for marine construction demolition and construction of foundations including but not limited to all driven and drilled piles, heavy concrete operations, both vertical and horizontal drilled anchor systems, FSI helical piles, shoring systems (including driven & drilled), driven timber, pipe & H soldier piles, and marine structures/ bulkhead, marina floats, and boat ramps.
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- Ten (10) years of experience in the field of architecture, engineering, project management, construction contract management, financial contract management, facilities management, construction quality assurance, or related area involving complex building projects
  - Requires Bachelor's degree in Construction Management or any related field
  - Knowledge of Microsoft Word, Excel, PowerPoint, and use of various types of electronic and/or manual recording and information systems used by IBTS.
  - Knowledge of design and construction management concepts and practices
  - Ability to interpret and apply planning principles, practices, and procedures, organizational theory, and administrative practices relevant to City construction programs.
  - Ability to prepare clear, technically sound, accurate, and informative program, project, and other reports containing findings, conclusions, and recommendations.
  - Understand and utilize Information Technology in the performance of work including Internet, Intranet, Microsoft Windows OS, Adobe Acrobat, and Microsoft Office Suite. Knowledge of Microsoft Project is preferred.
  - Estimate labor requirements.
  - Foster positive attitude towards IBTS staff, contractors, homeowners, and clients. Must have the ability to speak, read, and write the English language with proficiency.
  - Maintain daily logs and records of inspections performed and the ability to issue findings both verbally and written to IBTS staff, contractors, supervisors, and clients as needed.
  - Use critical thinking and problem solving to detect, inspect, and recognize Life Safety issues as well as identifying quality control in accordance to program requirements and IBTS guidelines.
  - Knowledge of marine construction demolition, and foundations including but not limited to all driven and drilled piles, heavy concrete operations, both vertical and horizontal drilled anchor systems, FSI helical piles. Also, shoring systems (including driven & drilled), driven timber, pipe & H soldier piles, marine structures/ bulkhead, marina floats, and boat ramps.

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