



# Position Announcement

**Position:** LRH Assistant Program Construction Manager

**Date Officially Opened:** 09/30/2021

**Annual Salary Range:** \$69,050 to \$85,623 (DOQ)

(Full Salary Range to \$102,195)

**Direct Supervisor:** LRH Program Construction Manager

**Department:** LRH Program

**Section:** Lake Ralph Hall - 8 East Plaza St., Ladonia, TX 75449

**Normal Work Hours:** Day Shift 8:00am to 5:00 pm, M-F

**Position Function:**

Assist the LRH Program Construction Manager in supervising, managing, and coordinating the activities of local District staff assigned to the Lake Ralph Hall Project. Monitor and coordinate the activities of local contractors (supported by local District Staff) whose activities are associated with upkeep and maintenance of District property.

**Typical/Essential Duties:**

- 1) Monitor and coordinate activities for assigned projects, ensuring contract compliance, managing risks and change, maintaining project schedule and budget, and upholding intra-contract work and schedule interfaces.
- 2) Assist the LRH Program Construction Manager (PGCM) in coordinating the activities of the contracted Construction Management Consultants and Program Quality Management and Assurance Team.
- 3) Relieve the LRH Program Construction Manager (PGCM) of duties as assigned when PGCM is not available.
- 4) Performs additional duties as assigned.

**Knowledge, Skills and Abilities:**

Require knowledge and experience is usually obtained through the completion of two (2) years of college resulting in an Associate's Degree in Construction Management or other related field. Six (6) or more years of specifically related experience is required. Must be proficient in reading and interpreting construction plans, specifications and other construction related information supplied by contractors, vendors, and manufacturers. Must be able to communicate effectively, both verbally and in writing to include writing reports and completing forms. Duties require the ability to maintain continuous interaction with contractors, engineers, and District personnel, and maintain occasional interaction with elected officials and citizens using skills in diplomacy. Must possess a valid Class 'C' Texas Driver's License. Must be able to pass applicable pre-employment Drug Screen, Physical, and Background Checks.

Position is considered "Open Until Filled."

**Note:** All applicants must complete an employment application and submit it to the District's Human Resources Department. Please visit the District's website at [www.utrwd.com](http://www.utrwd.com) to obtain an application and for instructions on how to apply.