



Arkansas Game and Fish Commission Employment Job Posting

AGFC Construction Manager - **AGFC CONSTRUCTION MANAGER**

POSITION NO: 22133536

POSTING INFORMATION:

Advertisement Opens: July 9, 2025

Advertisement Closes: Aug. 7, 2025

Full Time: Yes

Salary: \$49,526.00 - \$71,432.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma, plus two years of vocational training in construction techniques or building design, plus three years of experience in construction work.

OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

- A bachelor's degree in construction management, civil engineering, structural engineering, surveying, or a related field (preferred, but not required)
- The formal education equivalent of a high school diploma; plus two years of specialized training in building trades technology, industrial maintenance, heavy civil construction estimating, land surveying, CADD drafting or a related field; plus five years of experience in general construction, maintenance, or related activities, including two years in a supervisory capacity.

Knowledge, Abilities, and Skills:

Knowledge of building construction design techniques.

Knowledge of state regulatory construction codes.

Knowledge of bidding procedures and unit price bidding

Knowledge of land surveying, construction methods, building materials, and equipment testing

Knowledge of utility installations

Ability to inspect construction to determine compliance with state and contract regulations.

Ability to identify deficiencies in building plans or in actual construction.

Ability to complete inspection reports.

Ability to write and prepare clear, concise field reports

Ability to review and evaluate building and/or construction plans.

Preferred Knowledge, Abilities, and Skills:

- Knowledge of principles, practices, techniques, and terminology of construction inspection, civil engineering, construction, and maintenance
- A working knowledge of land surveying, construction methods, materials, and equipment testing
- The ability to execute construction and maintenance projects related to roads, dams, water control structures, parking lots, levees, shooting ranges, gates, and bridges
- A knowledge of bidding procedures and unit price bidding
- The ability to formulate an annual budget and operate within the constraints of that budget
- The ability to calculate estimated quantities of construction materials required for a project
- Knowledge of utility installations
- The ability to conduct inspections to determine quality, materials, and workmanship, and to ensure compliance with specifications
- The ability to establish and maintain working relationships with property owners, contractors, federal, state, and local officials, individuals, and/or groups within the community.
- The ability to write and prepare clear and concise field reports. The ability to analyze situations and take the proper action
- The ability to understand engineering specifications and construction drawings, inspect work in progress, and perform final inspections
- The ability to analyze and interpret data and communicate findings clearly and concisely
- The ability to utilize project management software, such as Blue Beam or VUEWORKS

POSTING DETAILS:**Position Location:**

City: Lonoke

Office: Joe Hogan State Fish Hatchery

Division: Operations

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Construction Manager is responsible for inspecting and leading AGFC construction and maintenance projects. This position is governed by state and federal laws and agency policy.

Typical Functions:

Works with AGFC staff to assess and execute maintenance and construction needs for agency access areas and Wildlife Management Areas (WMAs)

Performs on-site inspections of construction sites, inspecting and checking various phases of the job for compliance with construction specifications, regulations, and codes, identifies deficiencies, and notifies regulatory authorities of any violations found during inspections.

Coordinates inspection activities with architects, engineers, and state agencies to ensure that all phases of work have been inspected and approved.

Reviews construction project documents, including the contract, drawings, project manuals, and change orders, to ensure compliance with requirements for the projects.

Schedules and coordinates pre-construction conferences with agencies, architects, engineers, and contractors to discuss the progress of the project.

Performs final inspections and prepares and submits reports upon job completion, attends final meeting with agencies, architects, engineers, and contractors to close out the project and contract for the retention of final payment to the contractor.

Performs administrative duties associated with the construction projects, and maintains a daily project log, entering new contracts, final documents, project change orders, and completions.

Prepares reports and maintains records, including purchases, equipment log, and daily and monthly activity reports.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Works with internal staff to assess and then execute maintenance and construction needs for all of the AGFC access areas and WMAs in the assigned region
- Responsible for scoping out, writing project specs, bidding out, and contracting maintenance and construction projects in the assigned region
- Inspects activities of contractors to ensure construction work complies with project plans, specifications, and approved timetables
- Reviews plans and specifications for conformance to established standards for construction projects and recommends contract changes
- Assists in the tabulation of the quantity of work completed, cost estimates, and preparation of payments to contractors
- Establishes and maintains working relationships with property owners and the general public, and conducts complaint/violation investigations
- Orders surveys at construction sites and compares with approved plans and specifications, writes technical construction inspection reports, and makes recommendations to resolve issues
- Provides updates on construction matters, attends training, and advises staff on construction techniques, practices, and construction site safety issues
- Performs other duties as assigned

Certificates, Licenses, or Registrations:

- Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Occasional to frequent in-state travel

Other Specific Information:

.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.