

CONSTRUCTION & FACILITIES DIRECTOR

Position Code: 1658

WC Code: 9102

FLSA Status: Exempt

Pay Grade: 364

Location: Facilities & Construction Management Department

Approval Date: 2019

General Statement of Duties

The Director of Facilities & Construction Management manages the design, construction, maintenance and care of all Town facilities, such as recreation centers, fire and police stations, the library, Town Hall, etc. This position manages all related construction, expansion and renovation projects and associated contracts for the Town and performs responsible supervisory duties over the department.

Distinguishing Features of the Class

The purpose of this position is to manage the design and construction of all Town facility improvements and maintenance projects including capital improvement projects (CIP) related to new construction and renovation of roads, trails, buildings, and parks. This is accomplished by negotiating and administering contracts, processing reports, compiling documentation, developing a budget, scheduling projects and resources, communicating and solving issues, implementing new concepts, and providing a single point of contact for projects. Other duties include adhering to bid laws and procurement methods.

Work involves budgeting, supervising, and the development of work programs to respond to Town needs. Work includes ensuring that all personnel know and follow safety procedures. This employee must coordinate work with other department heads and contractors. Considerable latitude and independent professional judgment and initiative are required in establishing effective systems and managing personnel. Tact and courtesy are required in contacts with architects, contractors, engineers, vendors, department heads and employees. Work is performed under the general supervision of the Assistant Town Manager and is evaluated

through conferences, observation, and the effectiveness of maintaining the buildings, grounds and equipment.

Duties and Responsibilities

Manages design and construction projects by ensuring expectations are defined in the scope of work performed, completes contract documents, and during construction; adheres to scopes and procedures through project meetings, correspondence, contract documents, and communication; corresponds with the department head; and implements the risk management plan.

Coordinates and collaborates with project team members, including consultants and contractors, regulators and project stakeholders, to ensure satisfactory completion of projects. Represents projects as a public spokesperson in stake holder meetings or before Board of Commissioners.

Performs reviews of projects to ensure compliance with town, state and federal rules.

Guides projects through inspection and permitting processes. Supervises work of consultants and contractors to maintain professional control of projects through completion.

Conducts field inspections to insure safety, regulatory compliance and solve any problems arising during the construction phase.

Manages project reports and documents by delivering proofread and edited material; ensures status reports include a risk assessment of active assigned projects; initiates, records, and files project information; and enters professional services, procurement, and construction bidding documents into the appropriate databases.

Develops a project schedule based on the master schedule of capital improvement projects by assessing Town requirements, contract design deliverables, and construction activities.

Develops a project budget by tracking encumbrances, expenditures, and progression; monitors and resolves erroneous charges; and ensures that projects are completed within the allotted time frame.

Administers project contracts by ensuring compliance with contract terms and payments; identifies and understands the department's needs and constraints of the budget and schedule; produces amendments and change orders; and processes payment requests.

Supervises and participates in projects spanning building maintenance, sustainability, grounds maintenance, and facility services.

Meets with various internal departments to determine scope of projects and develop plans.

Compiling request for qualifications and managing the contract selection process.

Ensures that all Town projects are constructed in compliance with ADA standards.

Recommends a departmental budget, monitors expenditures and makes recommendations as needed.

Supervises a staff of four; Facilities Supervisor, two Facilities Maintenance Technicians and a Custodian.

Responsible for the care and maintenance of all Town buildings.

Completes various reports and records.

Responsible for getting quotes and bid for contracted work on Town Properties.

Oversees the work of external contractors for building repairs.

Other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Extensive knowledge of construction means and methods, and standards of care and practice used in commercial/institutional construction with local government experience desired.

Thorough knowledge of the principles, practices, and methods of civil engineering as applied to planning, location, inspection, design, construction, various facilities, site development, road design, and related projects.

Knowledge of applicable building codes and local ordinances is desirable with special emphasis on life safety and accessibility issues.

Experience working in a professional team environment and having a collaborative and service orientated work style. Candidate will be flexible, willing to listen to the other side of issues and have an ability to accept change.

Extensive working knowledge of sustainable and “green” building design concepts, building systems and details, and USGBC protocols that can help to facilitate energy efficient buildings that produce low carbon footprints.

Extensive knowledge of the principles and practices of repair and maintenance of Town buildings.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge of related engineering specifications, and related environmental laws.

Considerable knowledge of contract administration. Experience with local government budgeting, purchasing, and acquisition preferred.

Considerable knowledge of effective supervisory principles and practices and organizational personnel policies and procedures.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to maintain and prepare accurate records.

Ability to deliver projects on-time and on-budget.

Be proficient with the following computer software: Enterprise Resource Planning (ERP), Microsoft Office, CAD, work order management systems, capital forecast software, Dropbox or other cloud-based file sharing software.

Considerable knowledge of the Americans with Disabilities Act (ADA) as it applies to public construction projects.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping, talking, and hearing.

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common, physical characteristics and abilities such as mobility and dexterity. Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and to read and prepare records.

Minimum Education and Experience

Bachelor's Degree from an accredited college or university in Construction Management, Civil Engineering, Architecture, and five to seven years of Project Management or Construction

Management experience, or an equivalent combination of education and experience. NC General Contractor's License preferred. LEED® accreditation is desirable. Ideal candidate will have worked in the public sector and have experience working with a wide variety of review agency staff as well as public bodies including Town Boards or City Councils.

Special Requirements

Valid NC Class C Driver's License