

MIAMI DADE COLLEGE

Job Description

JOB TITLE: Associate VP Facilities Design
And Construction

WORKING TITLE: College Architect

JOB CODE: 0105

SALARY GRADE: 20

PREPARED BY/DATE: Jennifer C. Brito 06/06

REPORTS TO: Vice Provost, Facilities Ops.

CALENDAR CODE: PEC

FLSA STATUS: Exempt

REVISED: 06/14/06

SUMMARY: Directs and oversees the daily operation, fiscal control and administration of facilities design and construction for the College. Reports to the Vice Provost for Facilities Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the operation and management of facilities construction and renovation, and the planning, design, construction, and major renovation of existing and new facilities and grounds on the College's six campuses

Leads the department's design and construction team, setting and executing the department's strategic mission

Reviews and approves architectural plans, specifications, and facilities on all construction projects, as well as remodeling and renovation projects for compliance with applicable codes and College standards;

Establishes departmental priorities and determines resource allocations within the department's budget

Works with the Vice Provost to coordinate the long-range plan for facilities development as the basis for the College's Capital Improvement Program

Functions as a member of a management team that works together to integrate educational, fiscal, technological, and personnel planning to ensure achievement of the College's mission

Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of end-to-end project management.
- Skilled in the use of punch lists, workflow analysis, timeline, critical path reports and final records retention methods.
- Skilled in the technical application of Florida Administrative Code and/or Department of Education Office of Educational Facilities regulations and guidelines.
- Ability to work on multiple projects simultaneously and work well under limited time constraints and within allotted budget
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to write Requests for Qualifications and Proposals (RFQ & RFP)
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to negotiate and manage contractual arrangements
- Ability to work in a multi-ethnic and multi-cultural environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ESSENTIAL PERSONNEL:

As a Miami Dade employee you have been identified as occupying a function/position that has been designated as "essential." This means that when the College is faced with an emergency (e.g. such as a hurricane), your role as a member of the College's Essential Personnel Team is critical to the recovery and continued operation of the College. This carries with it special responsibilities for both you and the College.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Master's degree in Architecture from an accredited college or university or related field and seven (7) years of related experience or a Bachelor's degree in Architecture from an accredited college or university and eleven (11) years of related experience; professional registration in the State of Florida or ability to acquire registration within two (2) years. Must have minimum of five (5) years of professional experience, which includes supervisory experience in the initial design and renovation design of higher education facilities in the South Florida area.

Must possess and maintain a valid Florida (FL) Driver's license and have a personal vehicle available if necessary.