

MIAMI DADE COLLEGE

Job Description

JOB TITLE: Director, Facilities Construction
WORKING TITLE: Director, Quick Jobs
JOB CODE: 0123
SALARY GRADE: 17
PREPARED BY/DATE: Jennifer C. Brito-06/06

REPORTS TO: Assistant VP Facilities
FLSA STATUS: Exempt
CALENDAR CODE: PEC
REVISED: 06/14/06

SUMMARY: Oversees the facilities construction function, which includes planning, development, coordination, implementation, and management of maintenance, repair, engineering, and remodeling activities, and repairs and maintenance of campus infrastructure systems, including domestic water, gas, electrical, sanitary, sewer, and storm drainage systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance

Develops and manages annual operating and capital budgets

Supervises Team Project Leaders responsible for construction and design of small projects

Develops and executes monthly maintenance plans in conjunction with academic and special events calendars

Directs seasonal facilities support activities, including off-season overhauls of heating, air conditioning, and ventilation systems and environmental system conversions.

Ensures contractor code compliance by directing engineering project inspection programs; performs plan reviews in coordination with facility planning

Oversees all facets of the daily operations of the organizational unit, ensuring compliance with the University, state, and federal laws, policies, and regulations

Develops and implements systems and processes to establish and maintain records for the operating unit

Develops and establishes policies and objectives consistent with those of the organization to ensure efficient operation of individual departments

Assists in the strategic planning of renewal of the built campus environment, and oversees review of capital construction plans for compliance with quality, durability, maintainability, and cost standards

Manages the selection committee process for architectural/engineering and construction management services.

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

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of facility planning or architectural project management.
- Knowledge of basic project budget formulation, recordkeeping and analysis of return of investment
- Knowledge of the technical application of Florida Administrative Code and/or Department of Education Office of Educational Facilities regulations and guidelines.
- Knowledge of spreadsheets, database programs, project management software, and office automation.
- Ability to work on multiple projects simultaneously and work well under limited budgetary and time constraints.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- 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 maintain accurate recordkeeping
- Ability to establish and maintain an effective working relationship with subordinates, supervisors, local and federal agencies, and college personnel at all administrative levels
- 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; climb, bend and stoop; stand and walk. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear.

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.

Bachelor's degree in Engineering, Architecture, or related field with a minimum of ten (10) years of progressively responsible for design of projects and administration of programs with a large multi-location institution or corporation and/or Professional Engineer's or Architect's License and equivalent combination of education and experience is required. If licensed in another state, licensure in the State of Florida must be obtained within two (2) years of the date of employment. Must possess and maintain a valid Florida (FL) Driver's license and have a personal vehicle available if necessary.