



Position Title: Associate Vice Provost, Construction Management
Reports To: Vice Provost, Facilities Management
Department: Facilities Management **Job Code:** 0105-00E
Prepared By/Date: Curtis Reynolds/9-21-2009 **Job Group:** PEC
Approved By/Date: Curtis Reynolds/9-22-2009 **Salary Grade:** 20
Revised: Jennifer C. Brito/9-22-2009 **FLSA Status:** Exempt

Summary:

Directs and oversees the daily operation, fiscal control and administration of facilities construction for the College.

Essential Duties and Responsibilities:

- Oversees the operation and management of facilities construction, remodeling/renovation, the planning of construction methods for major remodeling/renovation of existing and new facilities and grounds of the College's multiple campuses/centers.
- Leads the departments' construction management team, setting and executing strategic missions.
- Establishes priorities and determines resource allocations for the efficient/effective delivery of all construction projects.
- Oversees and supervises the construction related activities as it relates to project site and project management.
- Work with the Vice Provost in the establishment of strategic direction and long-range plans for development and basis for the College's Capital Improvement Program.
- Provides technical assistance in the design of projects and in support of energy, safety and environmental programs.
- Applies technical expertise necessary to review and interpret plans, specifications and facilities on all construction projects to assure delivery and compliance with applicable codes and College standards.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of end-to-end construction project management.
- Knowledge in the technical application of Florida Administrative Code and/or Department of Education Office of Educational Facilities regulations and guidelines.
- Skill in project organization and analytical abilities to perform statistical and technical analysis.
- Skill in the use of construction acumen as it relates to contracts, costs, budgets, schedules, scope of work, punch list, etc.
- Ability to execute senior level management in the construction of higher education facilities.
- Ability to negotiate complex contracts as it relates to construction services.
- Ability to work on multiple projects simultaneously and work under limited time contracts and within allocated budget.
- Ability to effectively present information and respond to questions from a group of managers, clients and general public.
- Ability to work effectively in a multi-ethnic, 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:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

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

- Master’s degree in Engineering or Construction Management from an accredited college or university or related field and seven (7) years of related experience or a Bachelor’s degree in Engineering or Construction Management from an accredited college or university and eleven (11) years of related experience; designation in the State of Florida as a General Contractor or ability to acquire licensure within two (2) years. Must have a minimum of five (5) years of supervisory experience in construction management.
- Must possess and maintain a valid Florida (FL) Driver’s license and have a personal vehicle available if necessary.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name