



Position Title:	Director, Major Construction	
Reports To:	Vice Provost	
Department:	Facilities Management	Job Code: 0121-00E
Prepared By/Date:	Jennifer C. Brito/11-2006	Job Group: PEC
Approved By/Date:	Curtis Reynolds/11-2006	Salary Grade: 19
Revised:	Jennifer C. Brito/06-08-2009	FLSA Status: Exempt

Summary:

Responsible for the facilities design function, which includes compliance with College standards and all applicable codes and legal requirements, as well as the overall technical quality control of facilities design for renovations, remodeling and/or new construction projects. Organizes plans, directs, monitors, controls the design services, and coordinates with construction, energy management, capital outlay planning, and maintenance functions.

Essential Duties and Responsibilities:

- Manages departmental operating budgets and participates in the development of the capital outlay budget.
- Oversees the implementation of the College's capital outlay program and design criteria/master specifications.
- Oversees the assignment, training, supervision, activities, and performance evaluations of the licensed architectural/engineering professionals as well as all support staff.
- Provides technical assistance in the design of projects and in support of energy, safety, and environmental programs.
- Serves as the spokesperson for the Department in negotiations for and implementation of contracts with applicable vendors, design professionals and contractors.
- Interacts with federal, state, and local agencies.
- Handles claims resolution.
- Evaluates investigative reports by consulting engineers and architects.
- Manages the selection committee process for architectural/engineering and construction management services.
- Reviews plans, specifications, projects, and facilities for compliance with applicable codes and College standards; Serves as a technical resource.
- 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 the technical application of Florida Administrative Code and/or Department of Education Office of Educational Facilities regulations and guidelines.
- Knowledge of spreadsheets, database programs, and office automation.
- Ability to work on multiple projects simultaneously and work well under limited time constraints.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the 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 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:

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 in Engineering, Architecture, or related field with a minimum of six (6) years of experience in related field or a Bachelor’s degree in Engineering, Architecture, or related field with a minimum of ten (10) years of progressively responsible professional and managerial experience, including responsibility for design of projects and administration of programs with a large multi-location institution or corporation.
- Professional Engineer’s or Architect’s License 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.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name