

DESCRIPTION: Under administrative direction of the State Building Division Administrator or Associate Administrator, performs enterprise level construction management and supervisory administrative-managerial work involving large capital construction budgets, providing construction management advice and guidance to assigned employees and to the state agencies and/or to other public agencies to ensure construction projects are developed and/or built according to relevant laws, professional construction standards, program regulations, state agency policies, and specific project plans, specifications, estimates, and materials. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: This class is distinguished from the Facility Construction class by operating at an enterprise level unique to Department of Administrative Services, Building Division.

EXAMPLES OF WORK:

Oversees and manages the construction business unit, seeking allocation for new projects, preparing program statements, managing contracts, projects and operations for construction projects that include renovation, new construction, and capital construction.

Provide strategic leadership, direction, coaching and mentoring from an enterprise construction management approach.

Maintains forecast for enterprise level construction business and financial results.

Ensure construction management projects are in compliance with state statutes, policies, procedures, and safety program and code regulations.

Develops, reviews and maintains Standard Operating Procedures for assigned areas.

Administratively responsible to ensure systems are in place to monitor and continuously improve: vendor/contract performance; building assets are properly tracked, managed and maintained; construction and renovations occur meeting timeliness and quality standards, building code and safety requirements; work orders; preventative maintenance; annual work plan; and annual capital construction plan.

Administratively responsible to manage all enterprise construction management (through subordinate managers) involved in the construction, maintenance, and restoration of multiple buildings, grounds, equipment, and utilities; establishes, implements, and enforces policies to ensure the effective management of construction management.

Supervises and evaluates the work of subordinate supervisors; administers personnel actions related to selection, discipline, performance, leave, grievances, work schedules, and assignments; administers personnel policies and procedures.

Develops and monitors the budget requirements at the enterprise construction management level.

Negotiates and monitors all service and construction contracts with private vendors.

Reviews the efficiency of enterprise construction management to determine if changes need to be implemented by reviewing construction records and by direct observations of the equipment and systems in question.

Evaluates the feasibility of repairing or replacing equipment and systems to advise administrative superiors of options and alternatives.

Provides input to agency directors for capitol construction projects.

Coordinates the development of an annual plan of work activity, including capital improvements, scope of activity, goals, and objectives; studies materials and resources required; formulates a final product.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: facility operational policies; budget development and control, personnel management, administrative prerogatives and responsibilities, and other concepts and current practices of management.

Ability to: formulate, implement, and enforce policies, rules, and regulations; establish and maintain long range Enterprise construction management projects; monitor contracts with outside vendors; establish and maintain good client relations with agencies both internal and external to the state, organize a diverse concentration of people into a cohesive unit.

Skill in: organizing a diverse group of people/work units.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Bachelor's degree in construction, engineering, architecture or related field.

AND

Ten years of experience in the construction industry with five of those years being in a construction management or foreman position that is responsible for budget, multiple team members and code and construction schedules.

Knowledge of: a variety of building trades; applicable building, fire, and safety codes; the mechanical, electrical, and overall operation of building systems; the occupational hazards and safety precautions of the building and mechanical trades; principles of supervision.

Ability to: delegate work to others to maintain an efficient workflow.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or work experience that will enable the incumbent to possess the required knowledge, abilities, and skills. A general qualification guideline for positions in this class is training and managerial experience in building construction.