

FACILITIES CONSTRUCTION DIRECTOR

CODES/PAY RANGE

Class Code: 1850

EEO Code: A

FLSA: E

Pay Range: C

MAJOR FUNCTION

Highly responsible professional work managing the Facilities Construction Division.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, organizes, directs, supervises and evaluates work performance of professional, administrative and technical personnel.

Reads and interprets construction documents. Conducts meetings to establish function of construction space with end users. Responsible for design criteria for new facilities. Reviews design build proposals.

Responsible for project planning, design development and construction management of for Volusia County. Ensures division activities comply with policies and procedures as they relate to purchasing, budget, finance, space and building standards.

Interacts and communicates with architects, engineers, contractors and subcontractors to resolve problems, procedures.

Prepares and administers annual budget. Monitors Division expenditures.

Plans for future expansion of facilities to accommodate growth and promote efficient operations.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of sound management practices and principles. Knowledge of the competitive bid process. Sufficient computer knowledge to use and manage work using computer systems.

Ability to work with other Department and Divisions on building needs. Ability to work with outside contractors. Ability to plan, direct, and supervise subordinate personnel. Ability to prepare and implement an annual budget. Ability to prepare cost breakdowns. Ability to analyze present methods of operations to make appropriate changes to improve productivity and efficiency. Ability to effectively communicate orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Building Construction, Engineering Construction, Business Administration, or related field, and five (5) years in construction or project management.

Comparable experience, education and training may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes; specifications. Ability to perform shop math and complete general mathematical functions. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

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