

JOB DESCRIPTION

DIRECTOR OF FACILITIES AND MAINTENANCE

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In the Department of Facilities and Maintenance and under the direction of the Mayor or his designee, coordinate, plan and direct activities of City buildings capital and maintenance projects, including construction of new schools, to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

ESSENTIAL FUNCTIONS:

Overall coordination and supervision of employees of numerous construction maintenance projects including design development and bidding. Is liaison between city staff, advisory committees, public agencies, funding agencies, community groups, media and the Public. Establishes and arranges work plan and staffing for each phase of project. Ensure that all necessary permits and compliance of any and all regulations.

Oversight of all contract and grant administration;

Manage all construction and maintenance projects including design development, bidding and construction supervision;

Prepare RFP's contracts, bid documents and certify all invoices and payments;

Supervise completion of all environmental studies and reports;

Regular construction site supervision;

Supervise all consultant, designers, and contractors;

Prepare regular progress and budget reports;

Work with Law Department in preparing documentation on all contract protests and claims;

Provide recommendations of legal action to City;

Establish work plan and staffing for each phase of project, and arrange for assignment of project personnel;

Confers with project staff to outline work plan and to assist duties, responsibilities, and scope of authority;

Direct and coordinate activities of project personnel to ensure project progresses on schedule and within prescribed budget;

Prepare annual budget and maintenance projects;

Prepare five (5) year plan for building(s) capital and maintenance projects;

Reviews status reports prepared by project personnel and modifies schedules or plans as required.
Prepares projects reports for management, client, or others;

Confer with project personnel to provide technical advice and to resolve problems;

Coordinate projects activities with activities of government regulatory or other governmental agencies;

Experience in appropriate software programs in construction and/or project management;

Required to call cell phone provided by City.

EDUCATION & EXPERIENCE

Minimum five (5) years of experience in a supervisory or management capacity. Bachelor's degree in Civil Engineering business public/administration or management capacity related field or equivalent qualifications. Excellent written and verbal communication skills are required. Minimum of five years in contract administration, grant administration and construction management. Demonstrated successful experience in public construction process. Ability to coordinate multiple projects and agencies. Knowledge of basic accounting principles and budget management. Experience with School construction and MSBA regulations. Must hold any professional licesne in the construction trades. Valid Motor Vehicle license required. Construction supervisor's license desired.

PHYSICAL ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with the arms; and talk or hear. The employee occasionally required sitting; climbing or balance; and stop, kneel, crouch, or crawl. The employee must frequently lift and /or move up to 25lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.