



FACILITIES CONSTRUCTION DIVISION MANAGER

Department: Facilities Management
Job Class #: 065700
Pay Range: Executive 05

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional construction management, planning, metrics development, and supervisory work performed for the Facilities Management Department of Pierce County. An employee in this class is responsible for performing highly skilled planning, organization, evaluation of project performance measures, and leadership for the Construction Division. This position directs the County's facility construction and remodeling program and supervises other professional staff that perform project management and contract administration functions. The Construction Division Manager is responsible for developing division goals and objectives in keeping with Department and County policies. The manager ensures these objectives are achieved and are consistent with Department planning. This position is a vital member of the Facilities Management team and carries out the duties of the position in accordance with the mutually beneficial vision developed by the Department and its other divisions. Work with Departmental budgets, metrics development, strategic planning, construction finance plans, bid procedures, and public works contracting are essential elements of this position.

ESSENTIAL FUNCTIONS:

- Coordinate the planning, financing, design, bidding, construction, purchasing and warranty procedures of all capital projects.
- Develop and administer project performance metrics including project budget development and administration, and project quality.
- Supports Maintenance and Operations Division on facility issues including but not limited to warranties, constructability and workload coordination.
- Assume overall responsibility for completeness and accuracy of projects and certify that project plans meet all regulations and applicable standards and criteria.
- Oversee and assists division staff and outside consultants in the preparation of contracts and specifications for design and construction.
- Serve as the technical subject matter expert in assessing physical/facility solutions to programmatic needs.
- Identifies, assists and scopes space planning efforts for County departments.
- Lead project managers in the developing and controlling of project budgets. Working within Department managerial structure, establishes financial management policies and procedures for division.
- Coordinate, lead and approve training for division staff on laws, rules, policies and procedures, and current technical and industry best practices.
- Oversee the development of annual Capital Facilities Plan (CFP) for General Administration departments of Pierce County and represent these departments to Planning Commission and Council throughout the CFP process.
- Assist Pierce County departments in defining their future capital project needs.
- Working in collaboration with the Maintenance and Operations Division Manager, oversee departmental facilities assessment processes, ensuring continual assessment and review throughout each fiscal year in preparation for and development of annual budget.
- Assists in budget development process supporting technical work of calculating leased space for County programs.
- Based on both industry best practices and methodologies, and department-specific performance analysis,

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develops and administers improvement strategies ensuring project delivery and performance outcomes are improved or maintained to high performance levels.

- Assess and ensures project goals and objectives for the division are achieved within constraints of time, budget and staff resources.
- Provide guidance to Department staff in the development and refinement of processes and procedures relative to successful contract and project management.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Manage, supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow. Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences. Conduct performance evaluations and develop performance measures and standards.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the county, department, division and individual work groups.
- In the spirit of teamwork, coordinate the division's activities with other divisions, County departments, and jurisdictions ensuring effective communication to facilitate and adhere to policies and procedures. Facilitate collaboration and team-building at all levels, with sensitivity to diverse backgrounds, cultures, and viewpoints.
- As part of department leadership team, contributes to the optimal function and operation of the Department, upholding and exhibiting the highest standards of professional conduct and performance.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER JOB FUNCTIONS

Perform related duties consistent with scope and intent of employee assignment.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction and supervision of the Director of Facilities Management who reviews the work through documents, observations, conferences and results achieved. The position requires considerable independent judgment to act as liaison with other County departments, contractors, and regulatory agencies. This position has full supervisory authority.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The position works in primarily in an office environment on a daily basis. Travel to various work sites and/or meeting locations will be required. Work is subject to frequent interruptions and normal office noise as well as construction

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site noise while in the field.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, walking, talking, seeing, and hearing. While evaluating construction sites, the position will be in a “hard hat” environment which may require walking on uneven/unpaved ground; walking on roofs; climbing ladders; bending/stooping; pushing/pulling; and minimal lifting. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, organization, personnel and division management and modern supervisory practices.
- Current strategic planning and project and performance management trends and methods.
- Construction and building practices, procedures and methods.
- Regulations and procedures related to public works construction including financing, environmental and contracting. Managing construction bid advertising and bid awards in conformance with state law. Federal, State, and County industrial safety laws, codes and regulations.
- State, local, and federal rules and regulations concerning building construction.
- Governmental budget and finance practices and principles.
- Technology tools available in the workplace and construction project management arena.

Skill in:

- Facilitation, negotiation, and consensus-building among customers and stakeholders with competing and diverse business needs.
- Supporting others to assume accountability, creating quality results, courage, innovative problem solving and decision making.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures, and in effective problem-solving.
- Communicating effectively.
- Providing technical facility information to non-technical staff and others, in a variety of settings and to a variety of groups.
- Developing and leading teams and coordinating groups and committees.
- Beneficially applying technology to project management process.
- Performing mathematical calculations including, but not limited to fractions, ratios, and percentages.

Ability to:

- Transition seamlessly between communicating technical issues to internal and external customers and discussing high-level conceptual ideas with staff, administrators, management, elected officials and the public.
- Develop and implement a comprehensive strategic plan that is linked to broader organizational objectives.
- Proactively collaborate across departmental boundaries.
- Manage multiple large complex construction projects and monitor schedules and cost to ensure projects are completed on time and within budget.
- Work effectively with architects, engineers and construction contractors.

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- Analyze large complex and detailed construction drawings and interpret construction schedules, bids and supporting financial data.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Plan, prepare and monitor annual work programs, budgets and capital facilities plans.
- Effectively deal with extremely complex, difficult problems or customer complaints and provide satisfactory solutions.
- Supervise others and evaluate performance, fostering growth, creativity and flexibility.
- Perform job functions in a professional, positive and outgoing manner.
- Work both independently and cooperatively.
- Negotiate contracts and mediate disputes.
- Lead in the development of shared values and goals.
- Work irregular and flexible hours as required.
- Organize and prioritize work.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: A Bachelor's Degree in architecture, construction management, civil, mechanical or electrical engineering, business or public administration or closely related field and five years of increasingly responsible experience directly related to the position or any equivalent combination of experience and education is required. A Master's Degree is preferred.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete all required background investigations including submission of fingerprints. A valid Washington State driver's license is required.