Classification Description

Job Title: **Director, Construction Management**

Pay Grade: **Administrator**

Job Code: **4229**

FLSA Status: **Exempt**

Job Purpose

Under the general direction of the Assistant Vice President, Facilities Management and Construction, this position provides professional direction and strategic leadership to a comprehensive facilities management organization. The Director, Construction Management is responsible for the new construction, building additions, and remodeling projects of the College's physical assets, grounds, and the campus infrastructure. This position assists in the planning and management of the College's capital renewal and replacement budgets as they relate to the support of plant maintenance and improvements. The Director works collaboratively with all units within the College to develop a high quality, fully functional physical plant that is safe, clean, well maintained, and conducive to meeting the needs of students, faculty, staff, and the community for a dynamic academic environment. This is a College Administrator on an annual contract position.

General Responsibilities

Essential Functions

Directs, supervises, and evaluates department staff; ensures staff receives training related to specific job tasks and responsibilities.

Directs Project Managers to provide services for construction administration on assigned construction projects to include, but not limited to, scheduling coordination of construction projects, budget and job cost review, coordinating the efforts of the contractor, architect, and engineer, departmental communication, and project closeout.

Serves as budget administrator for budgets as assigned and committed to serving the College's best interests by identifying opportunities to enhance efficiency while maintaining effective facilities management practices.

Facilitates permit review and inspection services through a third party building official hired by the College. Oversees code compliance, document review, permitting, construction inspection process and occupancy certification in accordance with building program policies and procedures, statutes and codes, as well as documentation and reporting of non-conforming practice that are observed in accordance with the Florida Building Code and related codes.

Observes and reviews work in progress on all construction project sites coordination that activities of the contractor and other personnel associated with the project.

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Advises the Assistant Vice President, Capital Projects, Facility Planning and Maintenance on technical matters involved in the construction projects and provides reference sources, when needed.

Assists Project Managers to direct, schedule, and oversee external contractors (electricians, plumbers, excavators, roofers, painters, landscapers, etc.).

Assists the Director of Facilities Maintenance to develop and implement preventative maintenance and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety and security systems.

Interfaces with the campus plant operations Supervisors and Coordinators College-wide, along with appropriate departmental personnel, on a regular basis to review construction maintenance concerns. Assists in establishing project specifications and drawings for minor construction projects.

Prepares specifications for physical plant projects; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications for projects, equipment, and contracted services; oversees site and building projects performed by outside contractors.

Assists the Director of Facilities Planning and Space Management and Director of Facilities Maintenance in strategic planning by evaluating and projecting future facility needs and proposing options to achieve them.

Advises College administration on funding needs to adequately maintain the physical facilities of the institution, and assists the administration in the allocation of fiscal resources for various capital improvement and maintenance projects on campus.

Develops and presents to administration the background and rationale for vendor selection, procurement options and budget requests.

Serves as point of contact to staff, departments, and the campus community on issues of construction management.

Establishes and continuously assesses the effectiveness of the internal controls within the unit and compliance with College policies and procedures.

Provides oversight to College Project Managers; oversees Project Manager’s coordination of outside architects and engineers responsible for College construction programs. Collaborates with external sources and contractors to ensure that all construction projects are completed on time and within budget parameters.

Collaborates with other College departments and the Office of Financial Planning on the design, bid, construction, and remodeling of College facilities ensuring department and student needs are met.

Assists in securing qualified consultants for the planning and supervision of certain highly specialized facilities and infrastructure projects.

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Develops annual budget recommendations and administers the approved budget for the new construction, building additions and remodeling projects for the College. Provides fiscal oversight on construction projects, reviews contracts, change orders, and payment applications.

Negotiates contracts with architectural/engineering firms and general contractors for the design and construction of large-scale construction & renovation projects. Develops, negotiates and administers standard contracts for services.

Develops and maintains internal standards for facilities; collaborates with the Director of Facilities Planning on standards of furnishings, fixtures, and equipment.

Collaborates with the Director of Facilities Planning and Space Management to resolve issues related to infrastructure capacity such as parking, transportation and utilities; develops future plans for such capacity.

Collaborates with the Director of Facilities Planning and Space Management on the College's Master Plan and Capital Improvement Program (CIP). Assists with the establishment and submission of all capital outlay project priority items.

Assists in planning and implementation of the College's environmental stewardship efforts, including reduction in the use of energy and potable water, increases in recycling, the use of renewable energy and recycled products. Promotes the integration of these efforts into the College's operations.

Coordinates with regulatory authorities and city and state advisory committees regarding issues such as land use, building code/safety issues, accessibility issues, historic landmark requirements, and others.

Ensures compliance with applicable local, state and federal regulations as it pertains to facility compliance and building codes.

Serves as liaison between the College and the Florida Department of Education in facilities matters; and between the College and local government's planning and engineering development agencies.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

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Knowledge, Skills and Abilities

Minimum Qualifications

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

Five (5) years of progressive experience in facilities planning and construction, facilities administration and/or the maintenance of complex facilities preferably those facilities that would be found in a College or University setting.

Demonstrated successful experience in building and grounds maintenance and repair.

Three (3) years of supervisory experience. Ability to supervise skilled and unskilled workers in a variety of maintenance, groundskeeping, and custodial roles.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Personal philosophy compatible with the goals, objectives and mission of Florida SouthWestern State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 2, 2024. Revised: February 6, 2024, and May 21, 2025.