



**POSITION DESCRIPTION**

<b>JOB TITLE: Manager, Design &amp; Construction</b> Job Class: 0609		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Finance and Operations	<b>DIVISION</b> Facilities and Maintenance
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b> \$	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Plans, directs, coordinates and supervises all activities associated with design, construction and environmental and energy related initiatives of the Division of Facilities and Maintenance Services.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Develops the overall plan for the capital major maintenance program. Establishes project schedules, design requirements, constructability assessments, value engineering, bid schedules, funding and allocation of resources for all capital and major projects.
2. Develops overall plans and direction for the hiring of architects, consultants and contractors associated with the implementation of the capital plan and other major projects.
3. Monitors projects in progress, reviews completed work and approves all pay requests associated with capital and major projects.
4. Establishes guidelines and processes for inspection of construction projects.
5. Submits staffing and other operational requests and participates in the development of the Division's annual operating budget. Prepares technical reports and statistical information on projects and initiatives as required. Writes and evaluates RFP's for design and/or construction services.
6. Oversees and coordinates activities of both Division and outside employees. Assigns personnel as required on a project-by-project basis. Assigns duties, outlines methods, directs the work, reviews completed work, signs and approves work, makes hiring recommendations, prepares performance appraisals and takes disciplinary action as necessary.
7. Actively supports the MPS Strategic Plan.
8. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision is provided by the Labor Relations Specialists and the Director, Labor Relations.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates the activities of the clerical staff.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in Human Resources, Business or a related field OR an associate's degree in Business or a related field.

**Experience Requirements**

Three to five years experience in a high-volume business office is required. Previous labor relations experience is desired.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. The ability to apply good diagnostic, analytical and evaluative skills is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. The incumbent should be organized and have outstanding analytical skills. Proficiency with MS Office to include Word, Excel and Access is necessary.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**