

CONSTRUCTION ADMINISTRATOR

Job Code	Pay Grade
13220	SM5b

Nature of Work

This is a professional construction administrator involved in highly complex field and office construction activities. This work is of an advanced nature dealing with critical county departments, agencies, and officials. The incumbent performs with a high degree of independence and decision making authority. Duties involve a wide variety of disciplines including major activities, programs, and operations involving business projects or initiatives, construction projects, or may involve other major agency services, programs or operations. An incumbent in this class possesses highly advanced knowledge of the assigned areas of responsibility and is recognized for management and leadership within the organization. The incumbent administers projects and ensures targets and requirements are met and assignments, projects, operations, or services are completed and delivered on schedule and within budget. The incumbent works closely with all internal and external organizations and elected officials to ensure successful completion of assigned responsibility. Duties involve facilitating, monitoring, and coordinating all aspects of assigned projects or programs with county staff, consultants, various municipalities, public agencies, and private contractors. The incumbent assists in developing program guidelines and procedures while implementing and maintaining programs with little to no supervision. The incumbent reports to a bureau director, department director, senior manager or designee.

Minimum Qualification Requirements

- 10 years of technical and professional level construction experience in the assigned subject matter area of responsibility that includes at least 1 year of supervision or supervisory training; or
- Bachelor's degree in business, finance, public administration, construction management, engineering, project management, or a related field and 6 years experience as described above; or
- Master's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Florida general contractor's license.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certifications in assigned subject matter area of responsibility and/or project management.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are only examples and are not all inclusive.)

- Initiates, plans, and manages assignments and projects.
- Plans and assesses assigned operations and related costs, design, performance, maintenance, administrative systems, necessary to achieve goals of projects and assignments.
- Researches and gathers required data to evaluate objectives, goals, and scope of projects and specifications.
- Coordinates and manages assignments and projects as assigned including the planning and operations phases that may include design, development, testing, implementation, production, and normal operations.
- Estimates time frames, quality, identifies sources and quantity of resources required to successfully implement assignments, projects, and activities.
- Oversees projects and creates reports for senior management and elected officials.
- Ensures projects progress on schedule and addresses any delays resolving problems in a timely manner.
- Evaluates and inspects progress on assigned subject matter area of responsibility, monitors progress, and reports to senior management.
- Manages the development and implementation of integrated strategic plans, policies, and processes relating to major construction projects and activities.
- Analyzes results, monitors progress, evaluates changes, and negotiates change management implementation.
- Serves as interface and liaison for finance and budget, linking budgeting to the business objectives.

CONSTRUCTION ADMINISTRATOR (continued)

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Illustrative Tasks (continued)

- Develops and establishes appropriate communications and manages a proactive approach to information dissemination to all levels of county employees.
- Examines and evaluates best practices of other departments, governments, agencies, or private sector organizations for potential departmental process improvements.
- Leads or participates in cross functional project teams.
- Monitors and evaluates the planning activities and status of implementation to ensure that the department is following the direction established during strategic planning.
- Monitors progress on subject matter assignments, special projects, services, operations, construction, or other activities in accordance with established requirements and schedules.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of automated project management documentation, tracking, and control processes.
- Knowledge of building design and construction procedures.
- Knowledge of general management practices and principles.
- Knowledge of principles and procedures of public administration and project management.
- Skill at identifying, analyzing and isolating problems, and problem resolution.
- Skill in interpersonal skills, communications, team building, facilitation, networking and negotiations.
- Ability to coordinate, lead, and supervise work completed or performed by others.
- Ability to apply computer applications and software.
- Ability to coordinate and resolve issues arising during the course of project delays in business, operations or construction activities.
- Ability to facilitate management level teams and bring the teams to consensus.
- Ability to manage and organize major projects and programs.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.
- Ability to work independently with minimum to no guidance or supervision.
- Ability to make critical decisions affecting a project in a timely manner.

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Created	EEOC Code	Overtime Code
4/14	Officials & Mangers	Exempt