



## **Manager, Building Design & Construction Division**

**Category:** Exempt  
**Pay Grade:** E28  
**Job Code:** 13222

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs highly responsible administrative and supervisory work managing technical and administrative personnel involved in performing complex strategic processes for projects that are the responsibility of the Real Estate Management Department, as well as related departmental functions. Employees in this classification are responsible for business analyses, strategic planning, organizing, preparation, planning, coordinating and reviewing the work of supervisory, skilled, and semi-skilled employees. Depending on area of assignment, an employee within this class will supervise personnel involved with planning, survey, design, review, construction, operations, maintenance, and administrative support and guidance for departmental programs, projects, and systems. General guidance is provided by the department director, allowing employee latitude in determining methods and attaining objectives

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Coordinates, supervises and administers activities associated with the various projects that are the responsibility of the department such as design and contract review, feasibility studies, site plan review, water projects, status updates, activity scheduling, training and developing consensus between management and the implementation team on project related requirements;
- Assists in plan preparation and design, including estimating staff resources and needs for each project, technical and support personnel, consultants, and equipment;
- Coordinates work of implementation teams and affected division or area to develop an efficient change management plan for each new project, including business process assessment, training requirements and communication in all appropriate forms;
- Reviews and prepares work procedures, work schedules; monitors and promotes positive workflow;
- Coordinates preparation of and assists in administration of budget for operating division; forecasts short and long-term needs to ensure efficient and effective operations;
- Reviews agreement terms, scope, and deliverables, ensuring the county and consultants meet contractual obligations, reporting any associated issues to management for review and secures direction for further action;
- Prepares presentations and provides professional and technical assistance and oversees project processes;
- Issues written and oral instructions; assigns duties and reviews work for accuracy;
- Performs related work as assigned or required.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in business, civil engineering, or related field plus five (5) years of project management experience that includes three (3) years of progressively responsible experience in business analysis, strategic planning, combined with two (2) years responsible supervisory experience; or an equivalent combination of education, training, and/or experience.

**Special Qualifications (May be required depending on area of assignment):**

- Florida Driver License or Florida Commercial Driver License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

**Knowledge, Skills and Abilities:**

- Knowledge of project management principles and procedures;
- Knowledge of research techniques, methods, and procedures;
- Knowledge of public administration practices and methods;
- Knowledge of principles, practices, and policies of sound business management;
- Knowledge of general written standards and procedures utilized;
- Skill in communicating, preparing, and making presentations to staff, senior management, and County Commissioners;
- Skill in conducting meetings, and preparing written documents that concisely convey ideas, plans, or status;
- Skill in managing and directing assigned staff involved in projects;
- Skill and ability in using and operating a variety of office and computer equipment and related software;
- Ability to assign, instruct, direct, and review the work of assigned technical, professional, and clerical staff;
- Ability to lead and manage diverse projects from initiation to conclusion;
- Ability to coordinate and supervise application development and related support activities associated with Project Management for the department;
- Ability to schedule, review and evaluate the work of others as to status and development of assigned projects;
- Ability to evaluate new technical developments in view of organizational plans and objectives and assess applicability to the requirements of the organization;
- Ability to analyze resource utilization and identify potential areas of improvement achievable through new technology;
- Ability to effectively collect and analyze complex data and prepare and present comprehensive reports;
- Ability to compile, recommend and monitor budgets;
- Ability to deal with vendors in the negotiation, preparation, and management of applicable contracts;
- Ability to read, interpret and follow procedural and policy manuals related to the job tasks;
- Ability to establish and maintain effective working relationships with other employees, officials, agencies, and the public;
- Ability to resolve problems dealing with conflicting opinions, priorities, and agendas.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.

- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.