



Construction Administrator

Category: Exempt
Pay Grade: E25
Job Code: 13220

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 professional work in highly complex field and office construction activities of an advanced nature dealing with critical County departments, agencies, and officials; oversees major activities, programs, and operations involving business projects or initiatives, construction projects, or may involve other major agency services, programs, or operations; administers projects and ensures targets and requirements are met and assignments, projects, operations, or services are completed and delivered on schedule and within budget; works closely with all internal and external organizations and elected officials to ensure successful completion of assigned responsibility; facilitates, monitors, and coordinates all aspects of assigned projects or programs with County staff, consultants, various municipalities, public agencies, and private contractors; assists in developing program guidelines and procedures while implementing and maintaining programs with little to no supervision.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

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

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

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

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;
- Ability to use or repair medium and heavy equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- 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.

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- 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 an environment with crisis situations that require major decisions involving people, resources, and property.