

## **Asst Dir, OFPDC**

### **Job Code 1483**

#### **General Description**

Responsible for providing administrative duties related to the planning, design, and coordination of the construction, renovation, preventive maintenance, and energy management of campus facilities.

#### **Examples of Duties**

Manage construction activities for campus projects in the construction process.

Evaluate documents and design provided by consultants.

Supervise and evaluate staff.

Provide advice and information to assist with solutions to construction design, cost and field related problems on campus projects.

Provide correspondence on matters related to campus construction projects.

Monitor change proposals and change orders.

Reconcile construction costs for each project and prepare the Final Acceptance Report for submission.

Provide assistance/information regarding scheduling of contractor efforts associated with campus utilities.

Assist in policy development for the office of campus construction.

Assist in long range planning for departmental objectives, equipment needs and budget.

Review and approve construction payments of recommendation to the Director.

Assist in the monthly review of invoices associated for services provided to the Office of Facilities, Planning Design and Construction.

Assist with the management of the abatement of asbestos containing materials and other environmental hazards during the design and renovation of campus facilities.

Review shop drawings, equipment, and finished material submittals associated with construction projects.

Review construction documents for campus projects prior to bidding.

Visit campus construction projects to determine acceptable quality of construction and for contract compliance.

Attend meetings to solve problems and/or deficiencies in construction.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** EEOC/ Affirmative Action, and basic labor relation laws; building codes and industry standard construction practices; related external governing agencies; basic principles of insurance, business, and personnel management; basic accounting principles.

**Skill in:** Establishing rapport with clients; working as a team member; interacting courteously

with hostile members of the public; problem solving and decision making; public speaking; drawing.

**Ability to:** Interpret and understand blueprints, schematics, legal and technical documents; compare and verify columns of numbers; prepare reports, letters and proposals; perform intermediate math; explain work problems and technical material to supervisor and subordinates; negotiate successfully; accomplish multiple tasks.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**