Job Description

Job Title:	Director of Construction	**Grade:**	N
Department:	Facilities Services	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The Construction Director coordinates and oversees the planning, design and construction of CPCC capital projects.

Characteristic Duties and Responsibilities:

1. Plans and implements college capital projects by directing the associated programming and construction activities . Plans the facility space needs, goals and objectives by directing the planning and construction of capital projects of the college.
2. Advises the Associate Vice President for Facilities and Construction and the Executive Vice President periodically regarding completion and budget status of construction projects.
3. Assists in the development and administration of departmental budget.
4. Coordinates the development of construction projects according to college's plan; monitors workflow; reviews and evaluates work products, methods, and procedures.
5. Confers with staff and provides assistance and advice to higher level college staff regarding construction and capital projects; develops, prepares, and presents recommendation and reports as requested.
6. Coordinates activities with outside organizations and agencies; provides staff assistance to Facilities Services Management; prepares and presents staff reports and other necessary correspondence.
7. Maintains a safe environment for students and faculty/staff during the project's construction activity period.
8. Inspects project's construction site to assure an adherence to drawing and specifications and acceptable quality of workmanship.
9. Develops and maintains the College's Facilities Standards.
10. Attends all relevant meetings with regards to overseeing the completion of capital comstruction projects.
11. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. July 2011

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Reporting Relationships:

Direction Received: Reports to the Associate Vice President for Facilities and Construction

Direction Given: Provides functional guidance to staff assigned to construction projects

Minimum Requirements:

Bachelor's degree from an accredited institution in architecture, engineering, construction management or closely related field and three years of related experience.

A valid driver's license in North or South Carolina

North Carolina Architectural License

Minimum three years experience in the design and construction of academic buildings.

Minimum three years experience with the North Carolina State Capital Construction process.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of building codes, state and local building permit procedures

Extensive computer ability in the area of word processing, spreadsheets

Knowledge of budget development processes and procedures

Excellent verbal and written communication skill

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Working Conditions:

Requires frequent visits to construction sites, may experience discomfort from frequent bending, twisting, climbing, crawling, kneeling, and stooping; may be exposed to extreme heat and cold temperatures and humidity; requires frequent travel to between buildings, campuses and out-of-town for meetings.

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