



Job Description

Job Title:	Executive Director of Construction	Grade:	O
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:

Plan, direct, and oversee the activities, operations, and total construction budget for the College involving all new construction and major renovations to facilities. Provides highly responsible and complex administrative support to the Associate Vice President for Facilities and Construction.

Characteristics Duties and Responsibilities:

1. Plan, develop, implement, and administer division's goals and budgets.
2. Work closely with architects for various facility programming and planning on college projects; coordinate construction activities with other college divisions and departments
3. Develop and/or assist staff in writing project scopes and specifications; submit requests for proposals, quotes, qualifications and invitation of bids as required through proper channels.
4. Assign construction projects to professional staff (in-house and contracted) and holds regular construction meetings with each project director and appropriate contractors.
5. Review and evaluate projects in process in regards to budget, schedule, contract, compliance and quality control.
6. Coordinate verbal and written correspondence with the state construction office and other government and outside agencies as necessary
7. Work closely with Director of Construction Accounting/fixed assets and their staff to review, monitor, and reconcile project expenditures and budgets.
8. Provide various reports, information, and advice to Associate VP for Facilities Services and Construction and senior level college administrators.
9. Monitor and evaluate construction projects according to College's plan and evaluates/ recommends construction administration processes, methods, and procedures.
10. Hire, train, motivate and evaluate staff; encourages and supports development; disciplines and implements corrective actions as necessary.
11. Other duties as assigned.

