



Director of Facilities & Construction Engineering

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
323	Exempt	1 – Officials/Administrators	Unrepresented	Grade 14	REV 6-08	06-017	1 of 2

DEFINITION: Under general supervision; directs and provides oversight to the Facilities Engineering Department for major capital projects involving new construction, and the remodeling of District facilities and infrastructure. Tactfully and respectfully directs the activities of District staff, as well as external consultants and contractors.

REPORTS TO: The Chief Maintenance Officer, General Manager, or designee

REPRESENTATIVE FUNCTIONS include, but are not limited to:

- Directs and administers major capital projects and all major project components; from project proposal and environmental studies, through completion and implementation.
- Develops and monitors the scope of projects to minimize cost overruns and assure consistency in design, construction, quality of materials, and maintenance of District facilities.
- Develops strategic planning for the Department as well as long and short range planning of projects.
- Develops and/or reviews Requests for Proposal, and communicates and partners with appropriate District staff to expedite the procurement and payment processes.
- Provides technical support to facilities maintenance and construction staffs for capital project schedules, capital funding schedules defining milestones and quality benchmarks.
- Develops and manages project budgets and cost projections; authorizes contract payments; and forecasts, approves and monitors expenditures by District staff and consultants. Oversees and approves plans, specifications, reports, and other documents submitted by consultants, and District staff; and orders appropriate revisions. Diplomatically guides projects from design, development, through environmental issues, local permits and assignment to staff.
- Prepares reports, provides project updates and makes presentations to the General Manager, Executive Staff, and the Board of Directors.
- Partners with Procurement to achieve the best possible pricing objectives without sacrificing District quality standards, environmental impact or objectives provides project updates
- Partners and consults with District staff to assure compliance with various units and departments. Consults with District staff in other departments, and may supervise District staff, as needed. Provides consultation and expertise to other District staff to resolve jurisdictional or legal issues.
- Communicates, negotiates, and consults with officials of various District jurisdictions. Coordinates activities and phases of projects with Federal, state, and local agencies including environmental impact studies and environmental agencies to ensure compliance with laws and regulations.
- Performs related duties, as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is not intended to renege all duties performed within the job.

Est. 5-17-06. 1st
revision 6-08

Approved by Rick Fernandez, General Manager

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Date



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MINIMUM QUALIFICATIONS:

Knowledge Of: Engineering, architecture, design, and/or construction at an advanced level of expertise; principles and practices of project management and administration, as well as staff supervision, fiscal management, and contract administration; quality control and quality assurance practices in the design and construction industry; state of the art construction materials and their proper use and standards, as well as methods of construction and materials inspection; safety practices and procedures; applicable Federal, state, and local laws, ordinances, regulations and requirements; techniques of construction claim avoidance and claim resolution; personal computers and applicable engineering, architectural, or construction industry software; and commonly used software programs for word processing and spreadsheets.

Ability To: Respectfully and tactfully manage and oversee diverse professional and trades personnel during all project phases; perform or produce accurate engineering and design computations; develop, review, and revise project plans, technical drawings and related documents; ensure compliance with contract and construction standards and timelines by consultants and contractors, and monitor, supervise, and provide change-orders, corrective instructions and guidance as needed; investigate and evaluate engineering and construction problems, and facilitate effective solutions; communicate clearly both orally and in writing; effectively represent the District in negotiations with contractors, consultants, and representatives of District jurisdictions; and establish and maintain effective relationships with those contacted in the course of work using principles of good customer service.

Education: Equivalent to completion of a Bachelor's degree from an accredited college or university in civil, electrical, or structural engineering; architecture; construction management; or a closely related field.

Experience: Eight (8) years of increasingly responsible experience at the executive level in engineering, architecture, or construction; including at least five (5) years successfully supervising personnel at various levels including working with unions. This experience must include project management, budget development and monitoring, and contract negotiation and administration.

Special Requirements: (1) Registration as a professional engineer or architect with the state of California. (2) Possession of, or ability to obtain and maintain a valid California Class C Driver License, and meet the District's driving standards.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; and walk, stand, and climb short distances in construction settings in order to inspect the progress of assigned projects.

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6/30/08
Date