



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Construction/Capital Division Manager	Bargaining Unit	Non-represented
Functional Job Family	Operations	Classification #	8290
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Grade #	325
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Plan, implement and manage all aspects of capital and construction projects for all MERC facilities. Manage and oversee budget for capital projects. Serve as member of management team.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Plan, organize and direct activities concerned with the construction and maintenance of structures, facilities, and systems; coordinate activities with MERC facilities, departments and outside agencies.
- Initiate design services, construction services and related services as necessary.
- Oversee and coordinate contracts and contractors; prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Formulate or assist in the formulation of all documentation for bidding of projects or purchases.
- Solicit professional services contractors for assisting in project endeavors, such as design, research, testing or other requirements.
- Research and review capital projects and provide cost estimates.
- Assist in the planning and implementation of short, mid, and long-range capital expenditures; assess budgetary impact of projects and provide cost estimates.
- Ensure that practices, policies and priorities of assigned projects and functions are followed; monitor and evaluate methods and procedures.
- Ensure work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, Owner Controlled Insurance Program (OCIP), Leadership in Energy and Environmental Design (LEED) certification and OSHA.

**Secondary Functions:**

- Inspect and evaluate physical aspects of facilities.
- Maintain facility record documents and archives.
- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position functions primarily as a first-line supervisor, ensuring that subordinate staff have clear work direction and guidance. The incumbent is responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Bachelor's Degree with major course work in architecture, engineering or related field, and
- A minimum of four (4) years of experience in construction/capital project management, and
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- Current and valid driver's license issued in the state of residence.

Necessary Knowledge, Skills and Abilities:

- Knowledge of pertinent Federal, State and local laws, codes and regulations that affect and impact work.
- Knowledge of methods, practices and procedures used in the construction, maintenance and remodeling of capital and construction projects.
- Knowledge of architectural design principles, practices and procedures.
- Knowledge of accounting, budgeting and fiscal planning including budget analysis and tracking.
- Knowledge of accounting practices as they relate to capital budgeting.
- Skill in the use of CAD and project management software.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to read and interpret schematics, CAD, blueprints and architectural drawings.
- Ability to analyze information and use logic to resolve issues and problems.
- Ability to manage staff and resources in an effective and efficient manner.
- Ability to manage large, complex projects using best practices, in an effective manner.
- Ability to establish and maintain cooperative working relationships with all persons contacted in the course of work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability to work nights, weekends and holidays.



Physical Demands / Work Environment:

- Continuously required to perform repetitive motions of hands and wrist; read computer screen; lift, push, pull and/or carry objects up to 10 pounds; hear and/or respond to verbal/audio cues; see and/or respond to visual cues.
- Occasionally required to stand and/or walk for extended periods of time; sit for extended periods of time; work in confined spaces.
- Rarely required to climb, stoop, kneel, crouch or crawl; twist and/or bend; reach with hands and arms; lift, push, pull and/or carry objects up to 100 pounds; work near or around electricity; exposed to wet, humid conditions; fumes or airborne particles; outdoor weather conditions.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date