

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

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| Class Title: Facilities Construction Management Officer | | | <i>Adm. Rev. Approved:</i> August 21, 2006 |
| Level: E | FLSA Status: Exempt | Class Code: E0568 | <i>Approved by:</i> College President |

GENERAL DESCRIPTION

Assists with planning, coordination and management of district-wide activities, functions, and services to ensure quality planning and delivery of renovation, remodeling, and construction of College facilities. Plans and manages district-wide facilities contract services.

| | KEY RESPONSIBILITIES | % OF TIME |
|------|---|-----------|
| 1. * | Manages College project document preparations for all phases of renovation, remodeling, and new construction, including review for program and Code compliance. | 15% |
| 2. * | Performs on-site review of work for compliance with codes, contract documents, and quality. Conducts meetings with design and construction representatives to track project progress and planned milestones. | 30% |
| 3. * | Conducts Uniform Building Code inspections for compliance with applicable codes; monitors project schedules making corrective recommendations; manages project close-out and coordinates issuance of Certificate of Occupancy. | 15% |
| 4. * | Ensures that all construction, repair, maintenance and renovation work is performed to acceptable standards and specifications. | 15% |
| 5. * | Maintains records relating to inspections. Maintains daily log of activities at construction site(s). Uses a variety of industry standard software applications for cost and labor estimating and project management. Analyzes data and provides timely reports regarding project status. | 10% |
| 6. | Plans, coordinates, and directs the activities for all district-wide facilities contract services. | 10% |
| 7. | Participates in evaluating and selecting annual district-wide facilities contract vendors. | 5% |
| 8. | Performs other similar and related duties as required. | |

* Indicates an "essential" job function.

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| KEY JOB REQUIREMENTS | | |
| Education: | Bachelors degree required; prefer current Building Inspector license and Florida Building Official license or ability to obtain within 12 months. | |
| Experience: | 5 to 7 years prior related work experience required. | |
| Planning: | 4 to 12 months: Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures, and/or revenues. Scope of planning is campus. | |
| Budget Impact: | Recommending / Contributory to operating budget; can authorize expenditures within approved budget. Manages project budget, not payroll budget. Responsible for project budgets adhering to Guaranteed Maximum Price. | |
| Impact of Decisions: | Moderate responsibility for making recommendations or decisions which typically affect department, but may at times, affect operations, services, individuals, or activities of a campus. | |
| Complexity: | Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. | |
| Decision Making: | Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project. | |
| Problem Solving: | Problems are complex, varied and only mildly related to those seen before. Simply determining what the problem is requires major individual effort and/or consultation with others within the department or College. A high degree of analytical ability and inductive thinking may be required to solve highly intricate, technically complex problems. Must be able to develop new and nonstandard approaches. | |
| Communications with Others: | Requires regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular external contacts to carry out programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies, and procedures. | |
| Supervision of Others: | Supervision extends to projects; not people. Supervises and administers construction contracts. | |
| Job-Related Knowledge: | The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines. | |
| Innovation/ Creativity: | Work requires developing imaginative and complex methods, procedures, products, or systems. This is an important part of the job and results generally affect a campus within the College. | |
| Working Conditions/ Physical Effort: | Work requires frequent physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury. | |
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