

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Deputy Director, Construction	<u>CLASS NUMBER:</u> 90010	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 033600
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Chief Operating Officer (033000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Superintendent, Construction (030120)		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director, Construction classification is to provide management and direction for county construction staff and contractors by identifying, planning, budgeting, designing, and managing all phases of county construction projects. Assist in the preparing of division budget. Supervise one or more division sections.

JOB DUTIES:

Supervise and assign work to assigned staff. Coordinate, schedule, and monitor all permanent improvement projects (e.g., architect and engineer selection, bid advertising, acceptance of contract awards and related construction activities). Prepare and review bid specifications. Assist in RFQ and RFP preparation and review. Supervise bid processes for contracted projects. Monitor progress of assigned staff construction projects. Inspect construction projects, approve change orders, and ensure compliance with building codes. Review construction, remodeling, and repair projects to ensure correct performance. Review building plans and specifications and ensure contractor compliance with contracts, specifications and quality contracting standards for building projects in conjunction with the Chief Operating Officer.

Manage yearly construction budget requirements. Make recommendations to Director and Chief Operating Officer for the choice of projects and budgetary needs for initiation of individual projects and plans. Conduct meetings with County agencies and offices regarding construction capital improvement projects or facility planning activities.

Maintain project files of all correspondence and prepare necessary status reports for the agency. Supervise and assist with changes in space plans, develop and implement training programs, and assist in facility management. Provide technical advice to the Director and Chief Operating Officer on capital and space needs at County facilities. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; supervision; safety practice; agency policy and procedures; government structure and process. Ability to deal with problems involving few variables in familiar context; deal with problems involving several variables in familiar context; apply principles to solve practical everyday problems; recognize safety warnings; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; work alone on most tasks; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in mechanical, construction or related field with five (5) years of progressively responsible experience in construction, project management, or related experience.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend the transfer and promotion of other employees.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: _____

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date