

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

<u>CLASSIFICATION TITLE:</u> Superintendent, Construction	<u>CLASS NUMBER:</u> 30720	<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> N20	<u>POSITION CONTROL #:</u> 030120
<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> Deputy Director, Construction (030119)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Electronic Security Project Manager (030033) Facilities Project Manager (030121, 030122, 030123, 030125, 030126) Manager of Planning (030124)		

CLASSIFICATION PURPOSE:

The primary purpose of the Superintendent, 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.

JOB DUTIES:

Supervise assigned staff. Assist in bid document preparation and review. Monitor new contract construction progress. Assist in RFQ and RFP preparation and review. Monitor contract remodeling, renovation, and repair work progress. Inspect work performed to ensure compliance with specifications. Coordinate service contractors work to ensure quality standards. Schedule contractor activities, establish performance standards and conduct audits, verify invoices, ensure contract compliance, and establish performance measurements. Ensure correction or repairs are completed prior to acceptance of projects. Supervise and assist with changes in space plans, develop and implement training programs, and assist in facility management. Keep contractor files current and supervise bid processes for contracted projects.

Analyze utility bills and preventive maintenance reports to provide current information on building system performance and recommend methods to lower operational costs. Collect building data required for energy programs, grants, interest free bonds. Update objectives and special reports as needed. Review building plans and specifications and ensure contractor compliance with contracts, specifications and quality contracting standards for building projects in conjunction with the assistant director. 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:

Associate’s degree in mechanical, construction or related field with five (5) years of progressively responsible experience in construction, project management, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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:

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