

## Clark Atlanta University Job Description

<b>Position Title:</b>	<b>Director of Construction– Full Time</b>
<b>Department:</b>	<b>Facilities Management</b>
<b>Reports To:</b>	<b>Vice President of Facilities Management</b>

*The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

### **General Function (Description):**

Under the direction of the VPFM, the Director of Construction collaborates with institutional constituents, architects, engineers, contractors to determine the specifications and budget of various university projects. The Director will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner.

### **Examples of Duties and Responsibilities:**

1. Plans all phases of the construction lifecycle from initiation to completion.
2. Negotiate contracts with external vendors to reach profitable agreements
3. Obtain permits and licenses from appropriate authorities
4. Makes sure projects are aligned with agreed-upon plans. Plan all construction operations and schedule intermediate phases to ensure deadlines will be met
5. Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations.
6. Communicates with end users and delivers project progress reports.
7. Develops and adheres to the budget, timeline, and quality control plan.
8. Collaborates with architects, engineers, electricians, and other specialists.
9. Writes and submits testing and inspection logs, quality assurance reports, and punch lists.
10. Ensures that all local, state, and national building codes and regulations and safety precautions are followed.
11. Assists the VPFM in the hiring of contractors and other staff and allocation of responsibilities.
12. Evaluate progress and prepare detailed reports
13. Ensure adherence to all health and safety standards and report issues.
14. Supervise the work of laborers, mechanics etc. and give them guidance when needed

### **KNOWLEDGE OF:**

1. Applicable Building Codes, Occupational Safety and Health Act (OSHA), Americans with Disabilities Act (ADA), and other related statutes.
3. Budget preparation, processing, and project cost estimating/accounting.
4. Legal and practical aspects of capital project design, bidding, management, and closeout of construction contracts.
5. Generally accepted planning and construction principles and practices as related to institutions of higher education.
6. Methods of purchasing and contract administration in a higher education environment.
7. Methods, practices, equipment, and supplies used in facility construction, building, and safety regulations.

8. Overall knowledge of institutional construction methodologies, and sustainable design.
9. Leadership and management techniques and practices.
10. Project finance, management, and delivery; including management of contracts, bids, consultants and contractors, and facility development.

**The best candidates will/have:**

1. Exercise sound independent judgment based on a working knowledge of assigned area.
2. Familiarity with construction/project management software and good knowledge of MS Office.
3. Ability to build relationships with all constituencies within the department, across campus, with contractors and construction workers and is able to build constructive working relationships that are characterized by a high level of acceptance, cooperation, and mutual respect.
4. Excel at organization, time-management, problem-solving, and budgeting. Effectively prioritize workload to set and meet aggressive goals, deadlines, and commitments.
5. Communicate effectively, including the dissemination of technical concepts and analysis to a variety of audiences.
7. Maintain current knowledge of emerging practices and technology pertaining to the areas of responsibility.
8. Organize, direct, and successfully implement planning, design, and construction of capital projects in a higher education setting.
9. Experience in creating and managing budgets with the ability to prioritize competing needs for projects and resources.

**Skills and Abilities:**

Must be well-versed in all construction methodologies, procedures and material and project management principles. Able to coordinate a team of professionals of different disciplines to achieve the best results. Must have an analytical mind and great organizational skills. Ability to deliver projects on time according to requirements and without exceeding budget.

**Minimum Hiring Standards**

<b>Education</b>	A bachelor's degree in construction science and management, engineering, architecture, business administration, or a related field is required. Occupational Safety and Health Administration (OSHA) 30-Hour Outreach Training Construction Project Management certification, or equivalent.
<b>Years of Experience Required</b>	A minimum of five (5) years of construction project management experience.