

BUILDING AND ENGINEERING CONSTRUCTION MANAGER (GSD)**Nature of Work**

Under administrative direction, provides administrative and managerial work overseeing an organizational section in planning, allocating, and operation of all engineering and construction services in the General Services Division. Supervision is exercised over professional engineering and technical staff. Extensive liaison and interaction occurs with private engineering, architectural, and construction firms. Ensures that construction projects are completed according to plans, specifications, and within budget. Responsible for the development of policies, procedures, work methods and standards, and evaluation process. Some travel is required. Performs related work as required.

Examples of Work

Essential Job Functions (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Plans, develops, and executes through professional, technical, and clerical staff, engineering and construction projects and plans.
Plans, assigns, and supervises the daily operations of staff.
Develops and implements operating procedures within regulatory and statutory guidelines; develops and approves forms and procedures.
Determines engineering and technical services needs and assures technical reviews are completed; reviews assigned projects with project engineers or architects; develops plans, specifications, and estimates for project's scope by reviewing approved plans, blueprints, and specifications.
Renders decisions in unusual or priority situations; consults with supervisors and other state managers in reviewing same.
Evaluates the operations and procedures of the unit for efficiency and effectiveness.
Recommends the selection and assignment of staff to supervisors; conducts interviews for prospective employees.
Determines need for training and staff development and provides training or searches out training opportunities.
Develops unit's budget for personnel services, supplies, and equipment.
Interprets statutes, regulations, and policies to staff, other managers, and the public.
Prepares reports reflecting the operational status of the unit and/or construction services.

Knowledge, Skills and Abilities

Knowledge of the federal and state occupational safety and environmental regulations related to building construction and renovation.
Knowledge of the principles and practices of construction project management.
Knowledge of building construction codes, construction costs, materials, and time periods for construction projects.
Ability to develop, plan, organize, manage, and evaluate construction activities for a variety of skilled and semi-skilled occupations.

BUILDING AND ENGINEERING CONSTRUCTION MANAGER (GSD) (CONT'D)

Knowledge, Skills and Abilities (Cont'd)

Ability to manage and supervise others.

Ability to evaluate operational situations and analyze data in preparation for administrative and policy decisions.

Ability to write technical reports relating to construction projects.

Ability to prepare and execute an office budget.

Ability to identify training and staff development needs.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with employees, contractors, public officials, and the public.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university in engineering or architecture.

Experience: Five years of full-time or equivalent part-time paid experience in commercial building construction, engineering, or as an architect, including two years of supervising or in a lead worker capacity.

Substitution: Master's degree from a regionally accredited four-year college or university in engineering or architecture may substitute for two years of the required experience.

Established: 6/15/06

Effective: 7/1/06