

CONSTRUCTION AND MAINTENANCE OPERATIONS MANAGER

Basic Purpose:

This position is responsible for planning, organizing and directing the administrative and support functions of the department's Construction and Maintenance Unit.

Typical Functions:

- Develops long-range strategies for the administrative operation of the unit. Ensures that the unit's goal and mission are achieved through the development, implementation, and application of policy and procedure.
- Coordinates completion of departmental and capital outlay projects throughout the agency, including project to enhance and repair facility security technology equipment (e.g. fire alarm systems, perimeter fence INTREPID systems, cameras and recording devices).
- Coordinates acquisition of supplies, equipment, and services for the unit. Ensures equipment and supplies are determined and incorporated into budget request. Develops technical specifications for large acquisitions. Ensures all contracts comply with statutes and revise contracts as needed. Reviews all bids to maintain effective costs and standard specifications.
- Conducts on-site inspections of projects. Reviews reports and inspections to ensure compliance with codes and safety requirements. Reviews timelines and schedules ensuring timelines are met.
- Maintains ongoing communication with staff and facilities. Informs Field Support division manager of pertinent matters regarding staff and work projects. Prepares monthly construction update reports.
- Reviews departmental policy and facility memorandums specific to construction and maintenance. Assesses the unit's operations and provides recommendations to unit staff on the administrative functions including strategies to reduce duplication and improve efficiency. Confers with architects, engineers, general contractors, and other state agencies as necessary.
- Provides supervision or direction to assigned staff responsible for construction, renovation and the upkeep of existing department properties. Ensures staff complete annual training requirements.

CONSTRUCTION AND MAINTENANCE OPERATIONS MANAGER

Knowledge, Skills, and Abilities:

Knowledge of supervisory principles and practices; of the building trades; of the construction, maintenance and repair of buildings, grounds or utility systems, such as heating or steam generating, refrigeration, sewage, water treatment or electrical power generating and distribution; and of building codes. Ability is required to plan, coordinate and evaluate the activities of the division; to set priorities for crews and workers; to prepare budgets and ensure compliance with budgets; to communicate effectively, both orally and in writing; and to establish and maintain effective working relationships with others.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Six years of experience in skilled building trade or maintenance work involving the construction, maintenance, alteration and/or repair of buildings, grounds and utilities, including four years of supervising employees, inmates, or contractors in one of the fields listed above; or an equivalent combination of education and experience, substituting one year of college or technical school training in the building or construction trades for each year of the required non-supervisory experience.

Applicants must be willing and able to perform all job-related travel normally associated with the position.