

Classification Title: Facilities, Design and Construction Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs and administers the activities of the Facilities, Design and Construction Department. Implements the Capital Improvement Program for Wake County. Manages and directs the planning, design and construction of Capital Improvement and Public Works projects undertaken by Wake County. Manages and directs all real estate acquisitions and dispositions, land rights, conveyances and facility leases.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

| S Sedentary | L Light | M Medium | H Heavy | V Very Heavy |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions |
|---|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | S | Develops the seven year Capital Improvement Program (CIP) and updates each fiscal year to always include the next seven years. Meets with other Departments to develop master plans for their services and facility needs. Prepares final version and sends to Budget for inclusion in Annual County Budget. |
| 2 | L | Pursues partnerships with public and private entities to achieve community goals at least cost to the County. Serves as the County official in dealing with private architectural/engineering consultants, contractors, material suppliers and others offering services to the County. Negotiates and prepares agreements for governing Board’s approval with municipalities, state, and federal agencies and private entities. |
| 3 | M | Maintains detailed project cost tracking reports. Collaborates with various staff, Advisory Boards, and design consultants in developing and evaluating facility designs. Monitors performance of architects, engineers, consultants, and contractors. Assists in projects schedules and updates. |
| 4 | L | Assures all real estate activities are conducted fairly, ethnically and consistent with NC General Statues. Works with real estate specialists to secure properties and land rights. Maintains repository of records. Manages the acquisitions and dispositions of real property and serves as the authorized County official in negotiating real estate matters. |
| 5 | S | Participates in weekly sessions with the Leadership Team to discuss key policy and managerial issues. Conducts research and analysis of significant issues needing resolution. Reviews and discusses all items proposed to be presented to the Board of Commissioners at public meetings. |

CLASSIFICATION REQUIREMENTS:

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|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education | Bachelor’s degree in Engineering, Architecture, Construction Management or related field. |
| Experience | Twelve years’ experience in engineering, architecture or construction management. |
| Equivalent Education & Experience Accepted? | Yes |
| Certification and Other Requirements | North Carolina licensed Architect, Engineer, or General Contractor. Valid Driver’s License and “safe” driving record. |
| Reading | Advanced |
| Math | Advanced |
| Writing | Advanced |
| Managerial | Receives Broad Direction. |
| Budget Responsibility | Has responsibility for the final approval of at least one departmental budget and presents the budget (s) to County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. |
| Supervisory / Organizational Control | Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department. |
| Interpersonal / Human Relations Skills | Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | X | Medium | Heavy | Very Heavy |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Ladders, surveying equipment, calculators, drafting equipment, camera, binoculars, computer, scheduling software.

| PRIMARY WORK LOCATION | |
|-----------------------------------------|---------------------|
| X Office Environment | Shop |
| Clinic | Vehicle |
| Recreation Centers/Neighborhood Centers | Warehouse |
| X Outdoors | X Other (See below) |

Other: Various construction sites

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat, safety eyewear.