

## GENERAL INFORMATION

**Title:** Construction Manager

**Classification:** Exempt

**Reports to:** Deputy Director for Facilities

## JOB DESCRIPTION

### **Summary/Objective**

This is advanced professional and administrative work in the management of building construction projects for Vizcaya Museum and Gardens. Emphasis of the work is on the development and implementation of policies and procedures to assure success in the monitoring of the work of architectural and engineering consultants and contractors engaged in the design, construction and preservation of Vizcaya's facilities. Responsibilities include ensuring that projects follow historic preservation guidelines and are complete, accurate, cost effective and timely for a quality project. Other tasks include analyzing special conditions or circumstances which arise on projects, effectively addressing unusual or difficult solutions to complex building construction problems and assisting in the establishment of division objectives. Incumbents exercise considerable independent judgment in the application of the principles and practices of architectural planning, design and construction, related engineering knowledge and in the administration of a variety of capital projects. General supervision is received from a professional and administrative superior who holds incumbents responsible for effective work planning and progress and for the quality of professional results through personal conferences and performance reporting.

### **Supervisory Responsibility**

This position is required to supervise contractors and consultants on a regular basis and may be required to supervise staff at times.

### **Essential Functions**

- Plans, assigns and reviews the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex county buildings and related facilities; establishes policies and procedures for processing consultants' invoices, requisitions and purchase order contracts and for use of testing laboratories; establishes guidelines for reviewing consultants' plans and specifications; conducts meetings with consultants, user agencies and contractors; establishes design guidelines and construction standards for projects; assists subordinates with unusual or difficult solutions to complex building construction problems.
- Develops policies and procedures to receive, analyze and incorporate construction suggestions from various county departments and the user agency for building construction projects. Establishes policies and procedures to satisfy required conditions prior to advertising for bids; determines if pre-bid conferences are required, and if so, explains to bidders specific conditions which may affect bid prices such as site conditions, other contracts and existing buildings; evaluates bids and makes recommendations for award of contract.

- Assists subordinates in unusual circumstances where special commitments are required of the contractor prior to contract signing.
- Insures compliance with policies and procedures prior to execution of change orders; reviews change proposal requests and advises on establishing priorities for the initiation of change orders.
- Establishes standards and procedures for substantial completion and final acceptance inspections and reviews inspections; assists in final determination of project completion and recommends final acceptance of facility on behalf of the county; reviews projects for positive and negative features for benefit of future projects.
- Formulates policies for warranty administration; screens complaints during the warranty period and delegates assignments for correction; consults with subordinates on solutions to special problems during warranty periods that are not the responsibility of the contractor and must be solved by means outside the original contract. Conducts a final year end warranty inspection before the end of the warranty period to rectify any outstanding issues.
- Performs special investigations, sites analyses and feasibility studies as required.
- May qualify the department as general building contractor and obtains building permits. Participates in the development of policies to select competent and responsible consultants and contractors; recommends consultant and contractor performance suitability based on previous evaluations.
- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance.
- Keeps supervisor informed of projects' progress through regular internal meetings and construction meetings, including issues, conflicts and problems, change orders, construction schedule and delays, and impacts on other Divisions. Updates the Facilities Division Log regularly.
- Coordinates projects with other Divisions that may be impacted or influenced by the work of the project.
- Maintains a meticulous record keeping system for each project, including budgets.
- Performs related work as required.

### **Competency or position requirements**

Thorough knowledge of the principles, practices and methods of architectural planning, design and construction and related engineering work. Thorough knowledge of structural design, and air-conditioning, plumbing, and electrical systems. Thorough knowledge of building materials, methods, and construction systems. Thorough knowledge of building codes, laws, regulations, and city and county design standards. Thorough knowledge of contracts, forms and procedures relative to building construction activities. Thorough knowledge of current construction costs. Considerable knowledge of the principles of management, public, and business administration and their application to the administration of government activities. Considerable knowledge of

supervisory principles and practices. Ability to exercise judgment and discretion in devising and installing policies and procedures for the administration of building construction projects. Ability to delegate the authority to subordinates necessary to complete responsibilities in building construction projects. Ability to understand complex architectural and engineering drawings and specifications related to complex building construction projects. Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules. Ability to establish and maintain effective working relationships with consultants, contractors, supervisors, and departmental officials. Ability to analyze bids and make recommendations for award of contract. Ability to conduct meetings with consultants, contractors, and representatives of user agencies. Ability to express ideas clearly, concisely, verbally, and in writing.

### **Work Environment/Physical Demands**

This position is primarily an office position, spending a majority of the time working on a computer or in meetings. When projects are in the construction phase the amount of time spent in the field will increase up to 30%.

Though mostly an office position, there will be times when investigation of facilities conditions need to be investigated and will require the ability to climb ladders and negotiate through constricting spaces.

This list is not all inclusive.

### **Position Type/Expected Hours of Work**

This is a full-time position working primarily Monday through Friday during normal working hours. Evening and weekend work may be required as job duties demand.

### **Travel**

Some travel is required for off-site meetings.

## **JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)**

### **Education and Experience**

Required: Bachelor's degree in Engineering, Architecture, Construction Management, or a related field. Seven years of experience in the design, construction or management of construction projects are required.

Preferred: All of the above, and significant experience managing multiple projects on historic properties, with a special emphasis on National Historic Landmark properties.

### **Certifications Required**

A State of Florida Professional Engineer license, State of Florida Registered Architect license, Miami-Dade County or State of Florida General Contractor's certificate, Miami-Dade County or State of Florida General Building Contractor certificate, or Miami-Dade County or State of Florida General Engineering Contractor certificate, a Certificate of Eligibility in General Building or General Engineering may substitute for the required education.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## To apply

Please submit a cover letter and resume to:

**[HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org)**

## EOE

Vizcaya Museum and Gardens is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or expression, status as a victim of domestic violence, dating violence or stalking, protected veteran status or other characteristics protected by law.