

## **CONSTRUCTION AND MAINTENANCE OPERATIONS MANAGER**

### **Basic Purpose:**

Positions in this job are 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 goals and mission are achieved through the development, implementation, and application of policy and procedure.
- Coordinates & reviews completion of departmental, capital outlay, and projects on the \$116.5 million dollar maintenance bond throughout the agency, including projects to enhance and repair facility security technology equipment (e.g. fire alarm systems). Ensures contracted construction and inter-facility construction complies with all existing codes and standards, building modifications meet compliance with State Statutes and Federal Regulations, and Best Practices are used in all DOC Projects.
- Reviews reports and inspections to ensure compliance with codes and safety requirements are met. Reviews timelines and schedules so that timelines are met. Reviews workmanship to ensure quality work is performed in all areas.
- Serves as an advisor to the C&M Director for Construction/Maintenance Operations and Project Updates and as the Acting in his absence. Keeps C&M Director informed on pertinent matters regarding staff or work projects. Attends meetings as needed to ensure communications flow smoothly through chain of command.
- Conducts on-site inspections of all projects, keeping a strong bond of communication with staff and facilities. All reports and inspections are conducted and completed in accordance with Departmental Policy. Provides updates for Smartsheet and Wrike, and maintains and oversees maintenance Upkeep work orders.
- Supervises and oversees all Construction and Maintenance Staff for the Region. Provides oversight and input to subordinate staff to ensure full compliance is met on all job projects. Keeps staff informed and updated when unforeseen changes need to be made to projects. Ensures staff is provided the opportunity to attend and complete all in-service training and training required for licensures are completed on an annual basis or as needed.

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- Plans and Directs a Complex Administrative Construction Program. 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. Plans, organizes, and directs the activities and operation of different units engaged in a broad range of functions. Confers with Architects, Engineers, General Contractors, and other State Agencies as necessary.
- 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 revises contracts as needed. Reviews all bids to maintain effective costs and standard specifications. Ensures conformity with purchasing requirements. Plans and budgets for current and future operations. Monitors purchase orders. Ensure all purchasing documents are completed accurately and on time.

### **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 and follow all purchasing rules and statutes; 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 (6) 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 (4) 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.