

CLASS TITLE: ASSISTANT DIRECTOR, STATEWIDE CAPITAL ASSET PROJECT MANAGEMENT

Class Code: 02506102
Pay Grade: 52A
EO Code: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To be responsible for the implementation and management oversight of complex and comprehensive statewide special projects within the Division of Capital Asset Management & Maintenance (DCAMM); to be responsible for delivering horizontal construction and maintenance projects within scope, on schedule and within budget; to be responsible for quality assurance and participate in strategic master planning on statewide capital projects including parking; to coordinate program activities with other functional units and financial programs, ensuring overall cohesiveness among units and staff which support these efforts; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Administration and the Division Director of the Division of Capital Asset Management & Maintenance (DCAMM) with wide latitude for the exercise of authority, initiative and independent judgment in the formulation of policy and program procedures; work is subject to review through consultations and written reports for satisfactory performance and conformance with applicable laws, policies, codes, directives, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, coordinates, directs and reviews the work of administrative, management, professional, technical and clerical staff/consultants assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the implementation and management oversight of complex and comprehensive statewide special projects within the Division of Capital Asset Management & Maintenance (DCAMM).

To be responsible for delivering horizontal construction and maintenance projects within scope, on schedule and within budget.

To be responsible for quality assurance and strategic master planning on statewide capital projects.

To coordinate program activities with other functional units and financial programs, ensuring overall cohesiveness among units and staff which support these efforts.

To oversee and manage the Nursing Education Center (NEC) project effectively and efficiently.

To be responsible for assisting the Director of Administration and the Division Director of the Division of Capital Asset Management & Maintenance (DCAMM) by directing capital project management, including major statewide design, construction, and preservation initiatives.

To be responsible for making specific recommendations regarding the allocation and obligation of various project funds, planning for specific statewide repair and construction projects, have oversight for the administration of contracts and field operations, guide the project

teams and interface closely with other national, regional and local agencies.

To ensure that all project support and quality assurance/control are carried out in an effective manner in support of asset management principals.

To be responsible for recommending the establishment or revision of DCAMM policies governing the design, engineering, construction, land survey, project permitting and materials work.

To be responsible for establishing and maintaining liaison with intra-departmental personnel, other State governmental agencies, Federal agencies, public utilities, trade organizations, and private concerns regarding design, engineering, construction and rehabilitation projects.

To plan, organize, and direct the assignments of work to horizontal project engineering teams through established supervision; to monitor and guide work progress, review work plans and specifications, and review work for comprehensiveness, completeness, technical accuracy and compliance with standards, codes, policies, laws, rules and regulations and Department directives.

To develop budgets and schedules, to monitor budget and schedule performance and report performance variations.

To be responsible for establishing program objectives, goals, and priorities and determine operating policies and implementation methods, within the context of the overall DCAMM and DOA policies and guidelines.

To ensure conformance with all relevant laws, regulations, standards, codes, practices, policies, and procedures.

To confer with and advise state officials at the highest level on a variety of issues, policies, programs, and executive initiatives.

To promote a culture that prioritizes customer service, innovation, quality, and efficiency.

To represent a superior at various meetings and events, or as his/her designee to various boards or commissions and to provide executive leadership in the development of departmental policies and objectives.

To ensure the proper management systems, policies and personnel are in place to carry out his or her official duties.

To participate as a member of the DCAMM senior management team.

To provide proper supervision of the project management staff.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of horizontal project management and its application to design, engineering, construction, land, and research management; a thorough knowledge of federal, and State regulations, codes and standards for construction materials, methods and costs; a thorough knowledge of the standards and specification for planning, design, materials testing, and construction programs; a thorough knowledge of federally-compliant project and contract management methodologies, practices and procedures; extensive skills in conducting design studies and systems analyses, planning, scheduling, managing and supervising construction projects design work and resolving design problems; extensive skills in evaluating design concepts, quality-cost factors, and projected system requirements and development; the ability to coordinate multi-project activities involving a variety of personnel, agencies, consultants and utilities; the ability to coordinate the work activities with other internal functional units and

external agencies and organizations; a knowledge of alternative project delivery methods, including public-private partnerships; must possess superior oral and written communication skills; the ability to establish and maintain effective working relationships with superiors, subordinates, other government agencies, and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in Public or Business Administration, Finance, Architecture, Engineering or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a highly responsible professional position involving horizontal project management or engineering applying engineering principles, practices, techniques, and project management within a large private or governmental setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 14, 2017