

**CLASS TITLE: CHIEF OF PLANNING, CAPITAL ASSET
MANAGEMENT & MAINTENANCE**

Class Code: 02506300

Pay Grade: 43A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct the planning and make recommendations for the development of new construction and major renovation projects; to oversee and direct master planning for and in collaboration with all state entities with which the Division of Capital Asset Management and Maintenance (CAMM) is charged to work; to oversee the planning and design of all major projects; to have responsibility throughout the various executive branch agencies service by CAMM, along with the state university and college system, the legislature, and the judiciary; to be responsible for the coordination with CAMM project managers and engineers; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgment. Work is subject to review through meetings, presentations and periodic reports.

SUPERVISION EXERCISED: Plans, and supervise subordinate staff assigned to assist and serves as agency liaison with key stakeholders on new construction, major renovation and master planning projects.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct the planning and make recommendations for the development of new construction and major renovation projects; to oversee and direct master planning for and in collaboration with all state entities with which the Division of Capital Asset Management and Maintenance (CAMM) is charged to work.

To oversee the planning and design of all major projects including new construction and major renovation projects.

To exercise responsibility for such projects for the various executive branch agencies service by CAMM, along with the state university and college system, the legislature, and the judiciary.

To be responsible for the coordination of work with CAMM project managers and engineers.

To work with the division director, and other management personnel as necessary and to be responsible for the development and implementing of a process that maximizes the involvement of the Department of Administration (DOA), other key state agencies, Higher Education, the Judiciary, the Office of the Secretary of State and other key stakeholders in decision-making process for improved facilities management.

To work with management leaders and staff as needed to oversee the procurement of major consultant contracts and to propel consolidation efforts forward.

To work collaboratively with appropriate management personnel to oversee efforts to evaluate the State's portfolio of privately leased office space with the aim of rationalizing the allocation of rented space and to make recommendations to improve the efficiency of space utilization throughout the state.

To work collaboratively with the division director and other senior CAMM team members to regularly assess the progress of consolidation against performance targets.

To work in collaboration with legal, finance and CAMM senior management on projects
To make recommendations to change and clarify Rhode Island construction law.
To prepare reports as directed.
To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of master planning, construction methodologies including LEAN Construction; a thorough knowledge of the principles and practices of infrastructure development and construction; a thorough knowledge of federal and state occupational safety and environmental regulations related to building/ infrastructure construction and renovation; a thorough knowledge of construction costs, materials and time periods for project design and construction phases; the ability to plan, coordinate and review the work of staff architects and engineers and contractors; the ability to read and interpret construction plans and drawings and construction project contracts; the ability to use computer-based data systems and office automation software; the ability to communicate effectively with contractors, engineering personnel and public officials; the ability to negotiate resolution of problems and conflicting project demands; the ability to prepare building construction project plans and work schedules; the ability to establish and maintain effective working relationships with user agencies/LGAs, project engineers, contractors, consultants, technical staff, attorneys, and others; the ability to effectively supervise staff; the ability to prepare and make presentations to a variety of key audiences such as legislators, senior staff, agency customers, general public and community representatives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Bachelor's degree in planning, architecture or engineering from an accredited four year college or university; and,

Experience: Such as may have been gained through: considerable experience in commercial building construction, including commercial building project management involving interpretation of building schematics and blueprints, project cost estimation, contract compliance and project time estimation.

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

Class Created: November 15, 2015