

## **NOTICE OF EMPLOYMENT OPPORTUNITY**

### **Director of Facilities and Construction Management *Development* Exempt**

#### **MINIMUM QUALIFICATIONS:**

H. S. diploma or equivalent; Bachelor's degree or higher in engineering, architecture, construction management or related field required. Construction Management degree preferred. Minimum of 15 years of professional experience as an engineer, architect, or construction manager in the construction of major building projects. Minimum of 5 years prior supervisory experience. Demonstrates excellent problem solving/analytical skills. Ability to interpret and/or create detailed technical reports and/or contracts relating to construction projects. Extensive knowledge of the principles, ways and means of construction methods and techniques of architectural, structural, plumbing and specialties disciplines in construction projects. Ability to comprehend construction documents including, but not limited to, drawings and specifications. Excellent verbal and written communication and interpersonal skills. Proficient with computer programs commonly utilized in the construction industry. Extensive knowledge in construction cost estimating, scheduling and budget preparation

#### **CLOSING DATE FOR APPLICATIONS:**

**May 30,2023**

**NOTE:** Selection will be based on an evaluation of applicants' training skills and experience.

#### **ESSENTIAL FUNCTIONS:**

1. Supervises, coordinates, and directs the day-to-day activities of the Development Department with respect to construction field operations for all MPEA Development projects ensuring compliance with general requirements, specifications, and regulatory rules as well as prioritization of projects and scheduling /monitoring deadlines.
2. Develops 5-, 10-, and 30-year capital plans in coordination with the Development and Operations teams.
3. Acts as direct contact with public agencies and intergovernmental entities for construction projects.
4. Schedules, attends and chairs periodic meetings with public agencies and construction teams for all Development Department projects.

5. Receives correspondence from public agencies and construction teams and prepares all necessary responses.
6. Assists the Senior Director and Development team in all construction related matters; will represent the Sr. Director as needed and/or directed.
7. Supervises all construction management for Development Department projects and oversees all construction Consultants.
8. Interfaces with all Departments of the Authority involved with or affected by Development projects on construction related matters.
9. Coordinates with the Development team and provides input on constructability, cost, and schedule for all design or construction requests for proposals, contracts, and projects.
10. Oversees all administrative, quality control, coordination, testing, training, scheduling, permit, punchlist, closeout, change orders and associated items relating to the construction aspects of all Development projects.
11. Oversees payment aspects of all construction projects.
12. Performs other job-related duties as assigned.

**POSITION SUMMARY:** Supervises, coordinates, and directs the activities of all Construction, interfaces with all other Departments and public agencies and oversees the field work of consultants, and Contractors responsible for the completion of Development projects. Develops Capital Plans and oversees and schedules necessary projects to appropriately maintain the campus.

Human Resource at [HR@mpea.com](mailto:HR@mpea.com)

**POSTED: April 24, 2023**

**“EQUAL OPPORTUNITY EMPLOYER”**