HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Director of Construction Services

Job Code: U8806
Pay Grade: UM
Pay Scale: $134,792.72-$202,189.07 Annually
Exempt: Yes

OVERVIEW

The Director of Construction Services is a critical position within the General Services and Facilities Operations Division and is responsible for new building construction and building renovations projects. The position is also responsible for operations, logistics, and administrative matters including planning, budgeting, coordinating, and supervising construction and construction-related workers.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Direct day-to-day new building and building renovation construction project management planning and execution processes to meet project design requirements, schedules, and organizational financial objectives.
- Study job specifications to determine appropriate construction methods.
- Manage governance of projects by establishing standards, processes, and tools for effective project management throughout the project lifecycle.
- Prepare, monitor, and submit budget estimates and cost tracking reports.
- Set project productivity and quality targets to promote timely completion of projects.
- Monitor all project milestones, changes, and technical status reports.
- Prepare contracts or negotiate revisions to contractual agreements with architects, consultants, clients, suppliers, or subcontractors.
- Manage strategic client and contractor relationships and establish clear lines of communication.
- Respond to escalated project issues that may impede project delivery and coordinate solutions.
- Apply for, obtain, and maintain all necessary permits or licenses.
- Analyze project metrics to identify weaknesses or problems and propose operational improvements and cost savings for future projects.
- Direct and supervise construction and construction-related workers.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of construction management methodologies and construction processes and operations.
- Considerable knowledge of building products and constructions details.
- Considerable knowledge of construction industry standards, Florida Building Codes, and regulations related to building renovations and new construction projects.
- Considerable knowledge of the construction project life cycle.
- Ability to coordinate and manage all phases of construction projects, including budgeting, scheduling, resource allocation, and subcontractor/vendor coordination.

- Ability to develop technical specifications.
- Ability to read blueprints and diagrams.
- Ability to use construction/project management software and tools.

SKILLS

- Stakeholder Management
- Project Budget Management
- Design Reviews
- Contract Management
- Strategic Leadership
- Construction Program Management
- Project Management Life Cycle (PMLC)
- Negotiation
- Contractor Management
- Vendor Selection
- Construction Safety

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Seven years of experience in construction management and/or project management in the construction industry/construction specialties (e.g., plumbing, carpentry, masonry) managing multiple projects simultaneously.

OR

- An associate degree from an accredited institution of higher education with a major in construction management, construction technology, engineering, business administration, or a related field.
- Six years of experience in construction management and/or project management in the construction industry/construction specialties (e.g., plumbing, carpentry, masonry) managing multiple projects simultaneously.

OR

- A bachelor's degree from an accredited institution of higher education with a major in construction management, architecture, engineering, project management, or a related field.
- Five years of experience in construction management and/or project management in the construction industry/construction specialties (e.g., plumbing, carpentry, masonry) managing multiple projects simultaneously.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Possession of a professional construction certification such as the Certified Construction Manager (CCM), Associate Constructor (AC), Certified Professional Constructor (CPC), or Project Management Professional (PMP).
- Five years of experience in construction management or project management in the construction industry/construction specialties (e.g., plumbing, carpentry, masonry) managing multiple projects simultaneously.
- Knowledge of contract and subcontract terms.