

# Construction Program Manager

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**Job Code:** U8850  
**Pay Grade:** UG  
**Pay Scale:** \$74,044.48-\$111,066.74 Annually  
**Exempt:** Yes

## OVERVIEW

Critical position that manages all aspects of administrative programs associated with building renovations and new construction projects supporting Sheriff's Office facilities.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Coordinate and manage multiple programs related to moderate and larger construction and renovation projects to fulfill program objectives related to multiple Sheriff's Office facilities.
- Evaluate existing programs, identify and resolve issues related to scheduling, resource allocation, and project completion.
- Implement best practice construction methods to improve efficiency, productivity, and project outcomes.
- Manage program operations to ensure adherence to project documents and schedules.
- Establish program productivity, quality, and safety targets to promote timely completion of projects.
- Monitor and inspect all program milestones, changes, and technical status reports and prepare inspection reports.
- Monitor expenditures, process pre-approved expenditures, and assist in the development of the program budget.
- Respond to escalated program issues and coordinate solutions to ensure timely project delivery and compliance.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles and practices of program management.
- Considerable knowledge of contract documents and specifications.
- Considerable knowledge of construction documents and programming.
- Considerable knowledge of construction industry standards, Florida Building Codes, the National Fire Protection Association codes and regulations related to building renovations and new construction projects.
- Considerable knowledge of building systems and construction details.
- Considerable knowledge of the construction project life cycle.
- Cost control and risk management skills.
- Problem-solving and conflict-resolution skills.
- Ability to coordinate and manage all phases of construction programs, including budgeting, scheduling, resource allocation, and subcontractor/vendor coordination.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to work both independently and as part of a team.
- Ability to develop technical specifications and budgetary costs for proposed construction projects.
- Ability to use a computer and related software including work order management programs.

## **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.
- Five years of experience of program/project management directly related to position duties, three of which must have been in building renovations or the construction industry.

OR

- An associate degree from an accredited institution of higher education with a major in construction management, construction technology, civil engineering, business administration, or a related field.
- Four years of experience in program/project management directly related to position duties, three of which must have been in building renovations or the construction industry.

OR

- A bachelor's degree from an accredited institution of higher education with a major in construction management, architecture, civil engineering, project management, or a related field.
- Three years of experience in program/project management directly related to position duties, three of which must have been in building renovations or the construction industry.

## **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.