

POSITION DESCRIPTION**K-26****Town of Needham****Director of Design and Construction****10/2016**

Duties:

The essential functions or duties listed are intended as illustrations of various types of work that are performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related on a logical assignment to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Under the general direction of the Town Manager, serves as Town Manager's liaison to the Permanent Public Building Committee (PPBC), coordinate a comprehensive program of design, renovation and construction of buildings in cooperation with user agencies and the Municipal Building Maintenance Board, and oversee the direct responsibilities of the Permanent Public Building Committee.

Develop and update long range plan for administering municipal construction and renovation projects. Work with Town agencies to develop project scope, cost estimates, and schedules; prepare request for proposals in conjunction with Assistant Town Manager/Finance Director, Town Counsel, and User agencies; coordinate the preparation of legal and central registry notices; represent the Town in obtaining all permits and required state approvals for assigned projects.

Oversee, coordinate, schedule and direct as necessary the work of all Town design consultants, attend design meetings with consultants, and attend all job construction meetings. Assist in resolving disputes between consultants, users, and Town Agencies as they occur. Review Requests for Proposals, Requests for Qualifications, consultant agreements and construction contracts; coordinate information requirements, schedules and deadlines with regard to assigned projects; and answer questions relative to project status. Provide direction, as appropriate, and resolve any conflicts that hinder the progress of the project, including but not limited to negotiation of fees, change orders and other matters, subject to PPBC concurrence. Provide input into design process, as necessary, to protect the best interest of the Town. Maintain project budgets for all projects, and coordinate and process all disbursements.

Provide liaison between the PPBC and user agencies, the Town Manager, and the Finance Committee; in cooperation with the Director of the Public Facilities Department, determine project status as either construction/renovation or maintenance; coordinate project transfers to the Public Facilities Department when and where appropriate.

Act as project manager on certain construction projects as approved by the PPBC, including conferring on behalf of the Town with architects and contractors at intervals and on occasions appropriate to the stage of construction or renovation; observing the quality of the work and determining if the work is proceeding in accordance with the contract documents; and monitoring the construction schedule, reporting to the PPBC and architect conditions which may delay completion.

Maintain PPBC files and prepare them for transfer to the Public Facilities Department or archives; prepare PPBC meeting agendas, schedule all attendees for PPBC-related meetings; respond to inquiries from contractors, users, staff and the public over the telephone, in person and through

correspondence.

Prepare PPBC annual operating budget, monitor monthly budget expenditures for operating budget and project budgets for potential deficits or cost overruns.

Plan, schedule and assign work to part-time Administrative Specialist; review complaints, questions, and requests for information and services from citizens, contractors, and other Town departments; prepare miscellaneous reports and forms by developing and compiling data for special or recurring reports for regulatory agencies; attend meetings of other boards and commissions to provide information and technical expertise; serve on relevant boards and committees as assigned; and perform other, related duties as required.

Basic Knowledge:

Duties require intensive knowledge of new construction and renovation, construction contracts and contract administration, project management, budgeting, and scheduling. Basic word processing and spreadsheet capabilities are required.

Experience:

Duties require seven (7) to ten (10) years of relevant professional experience in construction, construction management or a related field. Professional registration as AIA, PE or CSI required. A valid motor vehicle license is required for this position.

Independent Action:

Incumbent establishes personal standards of work performance within broad framework of policy and objectives set forth by By-law and Committee, consulting with Town Manager and Committee on specific matters of policy.

Supervisory Responsibility:

Incumbent supervises three employees.

Physical and Environmental Standards:

- Frequent periods supervising or inspecting in public buildings under construction.
- Occasional periods spent outside, subject to weather conditions while inspecting or directing work.
- May spend extended periods on terminal, on telephone, or operating other office machines requiring finger dexterity.
- Regular lifting and carrying of files, documents, records, plans, etc.
- Travel within Town to plan, oversee, or provide direct services.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employee as the needs of the employer and the requirement of the job change.