

DIRECTOR OF CONSTRUCTION AND ENGINEERING

Classification: Exempt
Grade: 19
Division: Construction and Engineering

Position Summary and Functions:

This position is accountable for the efficient day-to-day management of the NBC's Construction Services and Engineering Division. Responsibilities include application for federal and state grants and loans, selection of contractors and engineers, managing of engineering for and construction improvements and expansion of the NBC's wastewater collection and treatment facilities and formulation of policy. The incumbent develops and implements operating policies, performance standards and goals, budget objectives, staff training/development/employee relations, and ensure compliance with federal, state, and local regulations. The incumbent keeps current on technological improvements to process and equipment, is familiar with environmental issues and is knowledgeable of federal and state regulations.

Essential Duties and Responsibilities:

- Coordinates and delegates work responsibilities to subordinates to ensure the Construction Services and Engineering Division run efficiently and in compliance with NBC regulations.
- Reviews engineering and construction proposals to determine eligibility for funding.
- Reviews construction plans and specifications, verifies compliance with a wide range of local, state and federal guidelines, prepares construction estimates, reviews and approves all contracts and bidding/construction documents
- Reviews all architectural/engineering drawings and design specifications to ensure that they meet NBC guidelines and local code requirements.
- Reviews and approves purchase requests, consultant's and contractor's invoices and resolves construction claims.
- Manages the construction activities of each project with all state and federal regulatory agencies, engineering consultants, constructions contractors and staff to ensure that grant or bond fund requirements for each project are satisfied.
- Develops and implements policies and procedures for construction projects and grant application to guarantee that appropriate internal controls and maintained and meet the NBC's objectives.
- Ensures agency adherence to state and federal environmental statutory and regulatory requirements, including compliance with applicable permits.
- Performs other duties as assigned with skill and experience capabilities.
- Develops and manages the annual division budget.
- Performs day-to-day tasks (correspondence, executive meetings) and other projects as assigned.

DIRECTOR OF CONSTRUCTION AND ENGINEERING

Education and Experience:

Education: The incumbent must have a four-year degree in engineering, (Master's preferred) and a thorough knowledge of wastewater collection and treatment systems, or civil engineering exposure and be familiar with safety and environmental regulations.

Experience: Ten years of experience in engineering and construction management, supervising staff, contractors, and consultants required.

A Professional Engineers' license is preferred.

Job Knowledge, Skills and Abilities:

- Duties of this position require a demonstrated understanding of the technical and professional disciplines of engineering principles practices, methods and construction management.
- The position requires problem solving and organizational skills, frequent use of judgment and a high degree of integrity.
- The incumbent must demonstrate the ability to motivate and direct technical staff and have a thorough knowledge of business management practices, excellent verbal and written communication skills, and the ability to interact with all levels internally and externally is essential.
- Excellent verbal and written communications skills, computer skills and the ability to interact with all levels internal and externally are essential.
- Must possess a valid driver's license.

Supervisory Responsibilities:

Responsible for the Construction Services and Engineering Sections.

Physical Demands:

Must be capable of moderate physical exertion in a field construction environment, including un-level surfaces, climbing, bending, entering confined spaces, exposure to sewage, sludge, other byproducts of the treatment process, dust, damp and hot/cold conditions.