

## The Maryland-National Capital Park and Planning Commission

TITLE: Manager, Construction and Maintenance      GRADE: 32      DATE: 10/26/2016  
SERIES: Design & Construction      CODE: 3120      EEO: Officials/Admin      FLSA: Exempt (E)

### Class Definition:

Under general direction and as a Licensed Registered Professional Architect or Engineer, manages a County-wide major (repair-renovation-rehabilitation-replacement) design, project management and construction work program and unit; ensures work program and unit effectiveness.

Supervises two or more full-time unit staff and oversees the work of consultants and contractors including third-party construction inspectors. Operates and refines a County-wide major maintenance management system for asset inspection and assessment, preventive-predictive maintenance and asset renovation-rehabilitation-replacement planning. Reviews, approves and certifies (or ensures certification of) designs and final construction plans. Works adeptly as a unit manager across the phases of planning, design and construction. Serves as member of the Division's management leadership team. The work program has substantial County-wide impact. Applies comprehensive professional knowledge of one's own field of professional expertise (Architecture or Engineering) in design and construction management as applied to major maintenance and infrastructure improvements, good working knowledge of related technical fields and the construction industry, and knowledge of project management and administrative management altogether to ensure unit products and services are effective. Performs intensive analyses and makes probing assessments of multiple, interactive variables, including uncertainties, to determine effects on key projects and the overall work program. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present/defend, convince or persuade and achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. The incumbent plans and manages all unit work within this framework and is held accountable for provision of effective major maintenance products and services including soundness of technical advice and achievement of unit goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for intractable problems. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including teamwork and intra-agency and interagency coordination problems.

### Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision ( $\pm 70\%$ )
  - Manages a County-wide major (repair-renovation-rehabilitation-replacement) design and construction work program and unit. Helps keep unit staff informed of Commission policies and procedures; establishes work program goals and objectives of the unit; sets work standards; enforces work rules; plans, schedules, assigns and reviews the work of the unit; provides input for, recommends and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives

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and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.

- Performs a full range of supervisory human resource (HR) management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.
2. Quality Assurance/Quality Control/Related ( $\pm 20-30\%$ )
- Recommends annual and long-range major maintenance (major repair, renovation, rehabilitation and replacement) projects County-wide. Supervises or helps review the preparation of cost estimates for projects. Supervises the planning and coordination of large, complex design and construction. Coordinates with other Commission units and other government agencies. Oversees the Infrastructure Inventory and Asset Inspection Program – asset inventory development, inspection-assessment, asset preventive-predictive maintenance, lifecycle maintenance cost and useful life estimation and evaluation of alternatives, and asset renovation-rehabilitation-replacement planning.
  - Supervises the planning, programming, design and construction of a wide array of projects to include inspection, assessment, design and construction or installation of tennis courts, basketball courts, other recreational courts, playgrounds, drainage systems, roads, bridges, ancillary buildings (greenhouses, storage sheds, pavilions), gyms, mechanical, electrical and plumbing (MEP) systems (such as lighting systems and sanitary systems), heating, ventilation and air conditioning (HVAC) units or systems, roofs, swimming pools and major buildings (community centers, arenas, maintenance facilities.) or parts thereof (such as restrooms), restoration or preservation of historic structures and management-mitigation of special problems such as asbestos abatement. Monitors schedules, progress and expenditures to ensure that work is completed within approved time and cost restraints. Ensures monitoring of construction projects so that specifications are being met and the Commission's interests are being represented. Resolves technical and non-technical problems and issues.
  - Supervises and coordinates the contracting activities of the unit. Chairs panels to evaluate bids (both construction and professional services) and approves award of contracts to a specific bidder. Reviews work done by consultants. Coordinates projects within and outside the Division. Authorizes payments.
  - Maintains records of expenditures, time cards, project plans, drawings, land surveys, bids, contracts, purchase orders, invoices, and other documents for the unit. Writes reports.

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- Meets regularly with architectural, engineering, landscape architectural and construction management staff to coordinate renovation-rehabilitation-replacement design and construction projects and to resolve problems.
  - Applies professional knowledge in architecture or engineering to prepare design plans and produce projects in-house for a full range of park and recreation projects. Coordinates with other staff, other agencies and consultants. Prepares detailed plans and specifications in appropriate formats. Considers all elements of design as well as quality and appearance of final product. Estimates costs and identifies opportunities for savings to keep project within budget. Ensures designs are fully compliant with codes, historic preservation guides and other requirements and conform with sound architectural/engineering principles and methods. Reviews, approves, and certifies own documents or those of subordinates consistent with Maryland professional standards and licensing qualifications for the field of professional-technical expertise (Licensed Registered Professional Engineer or Architect).
3. Other ( $\pm 10-20\%$ )
- Stays abreast of current and new trends in design and construction and building system (such as HVAC) technology, materials, methods and practices. Evaluates potential for application in Commission projects.
  - Serves as a member of the Division's management leadership team. Identifies, recommends, and implements new work methods, policies, and procedures to enhance productivity and effectiveness. Works with other managers within the Division, and works with Commission management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develop and implement Division-wide changes in policies and procedures, and implement the major maintenance design and construction work program. Makes presentations to the Department Director, the Planning Board, and others concerning major projects or proposed changes in policies, procedures and work methods.
  - Communicates and interacts effectively with business contacts; they include presentation, explanation and defense of design or construction projects or programmatic matters. Establishes and maintains or enhances working relationships, including teamwork. Promotes collaboration within the unit supervised and facilitates inclusion and, sound group decision-making. Meets with individuals, special interest groups, community groups and other stakeholders to explain on-going projects, answer questions, respond to complaints, obtain agreement, convince, persuade. Actively listens to ascertain key information including perspectives, concerns, wants and needs of others; ensures development of options or solutions that incorporate key stakeholder concerns into projects.

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- Uses a computer, modern office suite software, enterprise software, specialized software (such as project planning/scheduling software), and various technical devices/tools for planning, scheduling, communicating (email), word processing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions. May use computer aided design and drafting (CADD) software and hardware.

### Important Worker Characteristics:

- A. (1) Comprehensive professional knowledge of:
- The concepts, principles, techniques and practices of one's own field(s) of technical expertise (architecture and/or engineering) as applied to major maintenance and infrastructure improvement; this includes, but is not limited to, knowledge of asset inventory development, inspection, assessment, asset preventive, predictive maintenance, lifecycle maintenance cost and useful life estimation and evaluation of alternatives, and asset renovation-rehabilitation-replacement planning;
  - Design and construction project management methods and techniques.
- (2) Good working knowledge of:
- Environmental engineering, geo-technical engineering, other engineering specialties (if outside one's own field), architecture or landscape architecture (if outside one's own field), urban and regional planning, and related fields as they provide context for and support project planning and execution;
  - The construction and maintenance industries and of the construction and maintenance trades (such as MEP, HVAC, carpentry and roofing) including construction inspection for adherence to plans and quality assurance.
- (3) Knowledge of:
- Building and building system (such as MEP and HVAC systems) functionality, maintainability and sustainability including green building objectives, principles and practicalities for facility design, value engineering and cost control;
  - The characteristics and uses of construction and building materials including state-of-the art technology and materials;
  - Key aspects of land surveying pertinent to projects;
  - County\*, Maryland\* and Federal codes, industry standards and other guidelines affecting design and construction such as building codes, use and occupancy requirements, County soil erosion, sediment control, stormwater management and forest conservation requirements, fire protection and historic preservation requirements, US Army Corps of Engineers (USACE) and Maryland Department of the Environment (MDE) requirements, Federal and Maryland construction safety standards, various Code of Maryland (COMAR) Titles, American Society of Testing and Materials (ASTM) standards for various materials, products and methods of construction, Consumer Product Safety Commission (CPSC) Guidelines for Design of

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Public Playgrounds, and accessibility provisions of the Americans with Disabilities Act (ADA).

- Commission organization, policies, and procedures (including design and construction management processes).\*

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and deploying personnel to accomplish work, and (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge and skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include developing and implementing short- and long-term work objectives and goals; allocating resources within the team; applying a variety of quantitative and qualitative measures to major repair-renovation-rehabilitation-replacement problems; assessing project scope, approaches and recommending or deciding priorities and solving project management and team issues.
- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, at times, be convinced or persuaded. This includes skill in actively listening and encouraging effective communication by others such as project staff, consultants and contractors concerning project scope, estimates, costs, and risks; and skill in effective dialogue with special interest groups, community stakeholders (including explanation and defense of high impact or highly sensitive projects or programmatic matters) and staff in such non-technical disciplines as finance, internal audit and park operations.
- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- F. Skill in using a computer, modern office suite software, enterprise software and specialized software.

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### Minimum Qualifications (MQs):

1. A Bachelor's Degree in Architecture, Engineering or any related field.
2. Seven years of progressively responsible facilities maintenance management or technical design and construction experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 11 years.
4. Valid Registered Professional License issued by any state within the United States consistent with one's field of professional-technical expertise (Architecture or Engineering) and the position of assignment is required for eligibility. A valid Registered Professional License issued by the State of Maryland consistent with one's field of professional-technical expertise is required within six months of appointment to a position in this class.
5. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

### Working Conditions:

Works in indoor (mainly) and outdoor settings. Work is mainly sedentary, but requires some occasional exertion in the field and at construction sites. May be exposed to inclement weather and construction site hazards that require the use of safety equipment and careful observance of safety procedures. Subject to various job demands such as high volume of work and tight deadlines.