

The Maryland-National Capital Park and Planning Commission

TITLE: Manager, Design and Construction GRADE: 32 DATE: 10/26/2016
SERIES: Design & Construction CODE: 3175 EEO: Officials/Admin FLSA: Exempt (E)

Class Definition:

Under direction and as a Licensed Registered Professional Architect, Landscape Architect or Engineer, the incumbent manages a County-wide park (or park/recreational) infrastructure and facility design, project management or 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 engaged in architecture, landscape architecture, engineering or construction project management. Plans and coordinates design or construction projects managed in both design-build and design-bid-build approaches. 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. Some work is highly sensitive. The work program has substantial County-wide impact. Applies comprehensive professional knowledge of one's own field of professional expertise (Architecture, Landscape Architecture or Engineering) in design or construction management, 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 and 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 design or construction products and services including soundness of professional advice and achievement of unit goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for problems beyond their scope. 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 design, project management or construction management work program and unit focusing on architecture, landscape architecture or engineering. Keeps unit staff informed of Commission policies and procedures; establishes work program goals and objectives; 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

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objectives 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 capital improvements County-wide. Supervises or helps review the preparation of cost estimates for Capital Improvements Program (CIP) projects. Supervises the planning and coordination of large, complex design and construction projects funded by the CIP or as major maintenance. Coordinates with other Commission units and other government agencies.
 - Supervises the planning, programming, design and construction of projects developed for the Commission, by staff or consultants, such as private developers, utility companies and other public agencies. Reviews, approves, and certifies own documents or those of subordinates consistent with Maryland professional standards and license qualifications for the field of professional-technical expertise (Licensed Registered Professional Engineer, Architect or Landscape Architect). May authorize issuance of Park Construction Permits for work on park land by non-Commission entities.
 - Supervises design and construction projects associated with new facilities and renovation of existing facilities. Monitors schedules, progress and expenditures to ensure that work is completed within approved time and cost constraints. Monitors construction projects to ensure the specifications are being met. Resolves 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 and 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.
 - Meets regularly with architectural, engineering, landscape architectural and construction management staff to coordinate design and construction projects and to resolve problems.

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3. Other ($\pm 10-20\%$)

- Stays abreast of current and new trends in one's professional field, design and construction 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 management teams to resolve problems, enhance teamwork, develop and implement Division-wide changes in policies and procedures. Makes presentations concerning major projects or proposed changes in policies, procedures and work methods.
- Communicates and interacts with business contacts; which includes presentation, explanation and defense of design or construction projects or programmatic matters having greatest scope and impact, complexity or sensitivity for the Commission. Establishes, maintains and enhances working relationships. Promotes collaboration within the unit supervised and facilitates inclusion and sound group decision-making. Meets with individuals, special interest groups, community groups, public officials, representatives from other agencies and other stakeholders to explain on-going projects, answer questions, respond to complaints, obtain agreement, convince or persuade. Actively listens to ascertain key information including perspectives, concerns, wants and needs of others; ensures development of options and solutions that incorporate key stakeholder concerns into projects.

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, landscape architecture or engineering) as applied to design or construction.
 - Design and construction project management methods and techniques.
- (2) Good working knowledge of the construction industry, 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.
- (4) Knowledge of:
- Building and building system functionality, maintainability and sustainability including green building objectives, principles and practicalities for site and building design, value engineering and cost control.
 - The characteristics and uses of construction and building materials, including state-of-the art technology and materials.

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- 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 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 managing personnel to accomplish work, and (3) managing work and supervising employees at the first level of supervision; 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 balanced 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 design or construction management problems; assessing project scope, approaches, and recommending or deciding priorities; and solving project management or 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.
- E. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner; this includes establishing and maintaining working relationships and working as a member or a leader of a team.

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- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. A Bachelor's Degree in Architecture, Landscape Architecture, Engineering or any related field.
2. Seven years of progressively responsible 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, Landscape 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.
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. Is occasionally exposed to inclement weather and construction site hazards including close proximity to energized equipment and moving vehicles. Maintains situational awareness, adheres to established safety procedures, takes care and wears personal protective equipment to minimize potential hazards to self. May be subject to various job demands such as high volume of work and tight deadlines.