

Market Range Detail - Facilities Capital Projects Division Manager

Effective Date

September 26, 2016

Market Range Title Description

This single incumbent market range title is responsible for planning, directing and managing the daily administrative and operational activities of the Capital Improvement division of the Facilities Management Department. The Division Manager coordinates and directs the design, construction and implementation of capital and major maintenance projects for County departments taking into consideration project goals, constraints, and the extent of the County's financial and legal obligations. Work is performed under the direction of the Facilities Capital Projects and Planning Division Director.

Work is accomplished through a staff of Facilities Project Manager Supervisor, Facilities Project Manager, Facilities Capital Project Manager and Facilities Capital Project Manager positions. Incumbents are responsible for the development and supervision of supervisory and/or professional staff including hiring, training, and performance management.

Typical responsibilities include: implementing capital and major maintenance plans ensuring customer satisfaction, timeliness and budgetary goals are met; reviewing and recommending changes in project scope, time and budget during the design and construction phases; ensuring that all projects are completed in a timely manner within budget limitations; authorizing expenditures within the budget and providing cost controls; participating in department strategic planning; participating in the development of policies and procedures and ensuring staff compliance; establishing and approving procedures and standards for project management; evaluating division process, procedures and service delivery and recommends strategies for improvement; representing the County at related meetings and conferences; participating in the budget planning process including overseeing and approving purchases and procurement; participating in the development of the County's Capital Improvement Strategic Plan.

This market range title is differentiated from the Facilities Large Capital Project Executive in that the latter is assigned to manage all phases of the County's largest capital projects and works directly under the direction of the Director – Facilities Management. This market range title is differentiated from the Facilities Project Manager Supervisor in that the Division Manager has responsibility for all daily administrative and operational division activities whereas the Facilities Project Manager Supervisor has responsibility for the daily operations of a staff of Facilities Project Managers under the direction of the Facilities Capital Project Division Manager.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$41.05	\$49.90	\$58.75

Likely Minimum Qualifications

- Bachelor's degree in Engineering, Architecture or closely related field.
- Six years of architectural/engineering/project management or construction experience managing construction operations in a public works environment including three years of related supervisory and/or management experience.
- Registered Architect, Professional Engineer or licensed general contractor in the State of Arizona.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- CIP Division Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.