

Market Range Detail - Facilities Large Capital Project Executive

Effective Date

September 26, 2016

Market Range Title Description

This market range title is responsible for directing the planning, design and construction of new County buildings and renovations with the largest construction budgets. Incumbents act as the County's primary liaison between architectural and engineering firm design professionals and construction firms under contract with the County. Work is accomplished through a special capital projects team of Facilities Capital Project Managers, Facilities Capital Project Manager Seniors and other project management staff. Incumbents are responsible for the development and supervision of supervisory and/or professional staff including hiring, training, and performance management.

Incumbents exercise a considerable amount of independent judgment and discretion in making decisions and managing large capital projects and provide significant input and guidance to the department director and County management regarding all phases of assigned projects. Work is performed under the direction of the Director – Facilities Management.

Responsibilities typically include: developing, planning and implementing the goals and objectives of large County building projects; developing and implementing County facility design and construction policies and procedures; providing oversight and guidance to ensure that design professionals, contractors, program managers and other contracted vendors are in conformance with their respective contracts; coordinating construction project activities with County departments, elected officials, design professionals and construction firms; ensuring that projects are completed in a timely manner within budget limitations; reviewing architecture design documents and coordinating with stakeholder business needs; responding to and resolving difficult and sensitive inquiries and complaints regarding projects; evaluating completed projects and verifying that all contractual terms have been met; preparing presentations and reports on the status of building projects; developing, managing and updating facilities documentation; directing special research and projects; promoting and furthering the County Green Government Program; representing the County at professional trade events; representing the County on boards and commissions.

This market range is differentiated from the Facilities Capital Projects and Planning Division Director in that the former is assigned to manage all phases of the County's largest capital projects while the latter manages the Facilities Capital Projects and Planning Divisions.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$43.40	\$57.03	\$70.65

Likely Minimum Qualifications

- Bachelor's degree in Architecture, Engineering, Construction Management or related field.
- Eight years of professional architecture or engineering experience which includes four years of high level project management experience in all areas of the planning, design and construction of facility construction projects.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications
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Working Titles

- Special Capital Project Team 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.