Hiring Wage: $66,000 – $69,200/yr DOE

Status: Full-time with benefits

Closing Date: Until Filled

Application Materials: Apply online at adacounty.id.gov/jobs

General Summary
Responsible for activities related to the construction and remodeling of County owned buildings; serves as the county's Owner Representative overseeing County Public Works projects; responsible for planning, budgeting and overseeing construction projects. The incumbent will act as the technical expert regarding the construction process. This position is located in the Ada County Operations Department.

Essential Functions
• Coordinates and oversees the County's activities associated with remodel and construction work within the facilities of Ada County;
• Serves as Construction Manager or Owner Representative on remodeling/construction projects;
• Oversees and participates in County activities necessary to plan, design, and construct/remodel County facilities, such as creating Requests for Qualifications and Requests for Proposals;
• Consults with and provides advice to the Deputy Director and Director of Operations as well as other department directors and elected officials on the best course of action regarding construction projects;
• Develops and reviews the County's criteria for contracts for repairs, services, and construction;
• Negotiates architectural and engineering agreements and contracts;
• Evaluates Pay Applications and Cost Control Reports;
• Monitors work for compliance with contracts and adherence to standards;
• Reviews, analyzes, and evaluates requests for substantial completion of work as well as final completion;
• Resolves issues with contractors and staff that may occur during the construction process;
• Ensures proper safety procedures are being followed during the course of work;
• Develops and/or coordinates with other County Officials policies and standard operating procedures necessary to properly conduct County remodel/construction activities;
• Compiles construction related records, warranties and building histories;
• Reviews and researches manufacturers’ instruction manuals, assembles operating maintenance manuals and ensures their availability for reference and emergencies;
• Makes recommendations to the Director of Operations on facility space usage;
• Makes periodic inspections of buildings, physical plants, and equipment to determine condition and need for maintenance or repairs.

Additional Functions
• Coordinates construction activities with the County Building Energy Specialist to comply with "green" building policies, review energy consumption reports and implement measures to reduce energy costs;
• Performs other duties as required.
**JOB REQUIREMENTS**
- Bachelor’s degree from an accredited university in Construction Management, or a related field or equivalent combination of education and experience;
- Must hold a current Idaho certification as a Construction Manager or demonstrate through advanced education and experience the ability to obtain CM Certification;
- Must have at least 5 years of experience as a Construction Manager;
- Knowledge of the practice and principles of building construction, building maintenance, and other public works problems;
- Knowledge of municipal building construction and physical plant operations;
- Knowledge of construction materials and methods;
- Knowledge of building codes and related requirements and ADA standards;
- Knowledge of management and supervisory principles, concepts and techniques;
- Knowledge of the budgeting process;
- Knowledge of policy formulation and implementation;
- Knowledge of building energy management;
- Knowledge of safety policies and procedures;
- Knowledge of the maintenance, repair, and construction of buildings and grounds facilities;
- Ability to review County related plans and designs and provide professional advice and recommendations;
- Ability to plan and complete special, professional projects and assignments;
- Ability to plan, organize, direct, and evaluate the work of staff;
- Ability to establish and maintain effective policies, procedures, plans, blueprints, and specifications;
- Ability to analyze situations, identify problem areas and develop and implement solutions;
- Ability to establish and maintain effective working relationships with others;
- Ability to develop and implement department policies and procedures;
- Ability to present information clearly and concisely in written and verbal form.

**OTHER REQUIREMENTS**
- The incumbent may be required to provide assistance to technical staff;
- May be required to attend evening meetings or be on site after hours as the project schedule requires;
- Respond to emergency calls during off-duty hours and be able to be reached by telephone after hours;
- Must pass a Sheriff's Office security clearance (criminal records) check;
- Must possess and maintain a valid Idaho driver's license.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**
- Work is performed in an office environment and at local construction sites;
- May be required to lift up to 50 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment and perform field inspections on construction sites. This may require climbing ladders, stairs and traversing uneven ground.

**DISCLAIMER**
To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran’s Preference for all County jobs except for those deemed “key positions” in accordance with Title 65, Chapter 5 of Idaho Code.

**NOTE**
Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.
* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)