

Job Description

SL-5 Senior Staff Associate Director of Construction

BACKGROUND

Binghamton University's physical facilities, nestled within 887 acres, consists of more than 100 structures (primarily constructed between 1966-1976) totaling more than 5.2 million square feet (1.7M residential, 3.5M academic/support) with a current replacement value in excess of three quarters of a billion dollars. The Binghamton University community is made up of approximately 2,500 staff and over 14,000 full/part-time students; approximately 6,200 of who live on campus. The Physical Facilities Department, comprised of approximately 500 hard-working, diligent employees, is progressing another multi-million dollar, multi-year plan of capital renewal projects.

GENERAL POSITION DESCRIPTION

The Director of Construction is a salaried Professional position reporting directly to the Associate Vice President for Facilities Management. This position, in concert with the Director of Operations, Director of Long Term Planning, Director of Design, Director of Business Management and the Associate Vice President, make up the "core" management team whose primary function is to establish long-term strategic direction for the entire Physical Facilities Organization. The Director of Construction will manage resources including two Construction Managers, trades personnel and seasonal temporary service staff to ensure that all in house construction projects are completed within approved schedules and budgets and meet quality standards established by contract documents developed with in house design staff.

QUALIFICATIONS

- Computer software proficiency **required** (word processing, spreadsheet, estimating, project scheduling, accounting, etc)
- Proven budget estimating and project scheduling skills **required**
- Strong written/oral communication and organizational skills **required**
- Process mapping and re-engineering skills preferred
- Proven leadership and interpersonal skills strongly preferred
- Working knowledge of Building Codes (NEC, NYSUFP&BC, NFPA, etc) and industry standards preferred
- University facilities management and/or construction experience preferred
- Supervisory experience within a unionized setting preferred

EDUCATION

- An Associate degree in Construction, Architectural, Engineering Technology or related field **required**, Bachelors degree preferred.

EXPERIENCE

- Minimum one to three years of experience in building construction trades supervision **required**, five or more years preferred.

COMPENSATION

- Salaried professional position with salary range of \$50,000 to \$70,000 commensurate with qualifications, education, and experience. Excellent NYS benefits package.

SCHEDULE

- Normal work hours will overlap 1st and 2nd shift operations.

DUTIES AND RESPONSIBILITIES

- a. Conduct your day-to day functions around the premise established by the Physical Facilities “Fundamental Management Objectives”
- b. Actively participate in monthly Physical Facilities Core (strategic planning) Team meetings, bringing attention to methods/procedures that may be inefficient and offer creative initiatives for improvements. Recommend and advise the Associate Vice President for Facilities Management in the implementation of standards, policies and procedures necessary to execute the Physical Facilities Mission.
- c. Active and valuable member of the Physical Facilities Management Team whose primary mission is to maintain and enhance the Binghamton University environs, working in a closely-knit, cooperative team environment to accomplish mutually beneficial goals.
- d. This position is responsible for the management of the construction program and will prepare monthly reports of man-hours available vs. committed and work backlog as well as identifying labor, material, and equipment needs. In close cooperation with the PF Business Management Team, the Director of Construction will regularly report the status of billing and the balance between estimated and actual expenses.
- e. Manage all resources assigned to the construction program assuring construction project work is executed in compliance with construction codes, regulations, safety standards, contract documents, budgets and schedules. Implement effective methods to track workload and resource utilization in order to measure the efficiency of the construction program. Review and approve timesheets, prepare performance programs and perform annual evaluations of assigned employees.
- f. Become familiar with all areas within the Physical Facilities structure in order to fully understand each sub-unit's role in the organization and how they operate in order to insure the timely progression of tasks in support of departmental mission.
- g. Prepare and continuously upgrade comprehensive construction schedules including project status and key milestones of all construction projects and organization of the work

in an appropriate sequence to fulfill the mission of the construction program. Coordinate with appropriate building operations managers and PF Communications Specialist regarding potential impacts of construction on surrounding building operations. Coordinate with Director of Operations regarding the utilization of specialty labor resources.

- h. Supervise **two shifts** of Construction Managers and trades personnel and coordinate their efforts with other units within Physical Facilities and with campus customers.
- i. Review preliminary, as well as final, contract documents and make recommendations for design detail and construction practicality improvements. Recommend value engineering changes to the contract documents to project designers for improved constructability and contract administration. Review all design documents to minimize delays and assure construction can be completed effectively and in the manner shown on the drawings. Advise designer immediately if changes are advisable.
- j. Perform spot inspections of job sites to assure quality standards are met.
- k. Conduct periodic construction meetings with customers to discuss project progress and outstanding issues. Assure concise meeting notes and appropriate correspondence is maintained and distributed. Evaluates, approves and documents change orders with the customer. Take a proactive approach to assure that all customer needs and expectations are met in a quality manner. Analyze results and make recommendations for continuous quality improvements in customer service.
- l. Review project status reports and provide advice and counsel to Construction Managers for successful completion of their projects as planned.
- m. Serve as a University representative for outsource or in-house inspection and testing of project installation components such as mechanical systems, electrical systems, roofs and materials of assigned projects as required. Acquire warranty certificates, manuals and affidavits prepared by licensed professionals required for issuance of Certificates of Occupancy.
- n. Assure that all service/material purchases and bidding processes are performed in strict compliance with New York State procurement procedures.
- o. Keep an inventory of safety devices, materials, tools and equipment assigned to the construction program.
- p. Work efficiently in a service-oriented environment, subject to frequently changing priorities.
- q. Maintain a positive attitude towards the workplace and encourage others to have a positive attitude. Represent the department in a positive manner to include taking pride in the appearance of one's physical surroundings and help to maintain those surroundings.
- r. Foster teamwork and open communication at all levels of the organization. Make supportive statements and be open to constructive suggestions.

- s. Perform other related tasks as requested by the supervisor.

Persons interested in the above position should submit a resume along with a letter of application and references online through the [Binghamton University website](#).

Internal Closing Date for Applications: TBD

External Closing Date for Applications: Until position is filled