

# ASSET MANAGEMENT DIRECTOR

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Position Code: 1658

WC Code: 9102

FLSA Status: Exempt

Pay Grade: 367

Location: Facilities & Construction Management Department

Approval Date: 2023

## **General Statement of Duties**

The Asset Management Director manages the design, construction, maintenance, and care of all Town facilities, such as recreation centers, fire and police stations, the library, Town Hall. This position manages all related construction, expansion, and renovation projects and associated contracts for the Town and performs responsible supervisory duties over the department. This position also manages the Fleet department which is responsible for all operations of automotive and heavy equipment maintenance, repair, and purchase.

## **Distinguishing Features of the Class**

This employee manages the design and construction of all Town facility improvements and maintenance projects (CIP) related to new construction and renovation of trails, buildings, and parks. This is accomplished by negotiating and administering contracts, processing reports, compiling documentation, developing a budget, scheduling projects, and resources, communicating and solving issues, implementing new concepts, and providing a single point of contact for projects. Other duties include adhering to bid laws and procurement methods.

Another purpose of this position is to oversee the Town's Fleet of vehicles, heavy equipment, and small engine items. This position will supervise and work closely with the Town's Fleet Superintendent to ensure Fleet purchases are made in the most beneficial manner. The position will monitor the preparation of the Fleet Budget including the Capital Vehicle Replacement Fund.

Work involves budgeting, supervising, and developing work programs for both the Facilities and Fleet Departments to respond to Town needs. Work includes ensuring that all personnel know and follow safety procedures. This employee must coordinate work with other department heads and contractors. Considerable latitude and independent professional judgment and initiative are required in establishing effective systems and managing personnel. Tact and courtesy are required in contact with architects, contractors, engineers, vendors, department heads, and employees. Work is performed under the general supervision of the Assistant Town Manager and is evaluated through conferences, observation, and the effectiveness of maintaining the buildings, grounds, vehicles and assets and equipment.

## **Duties and Responsibilities**

Manages design and construction projects, ensuring expectations are defined in the scope of work, completes contract documents, and during construction ensures work is completed as defined to all applicable regulations and standards before acceptance.

Coordinates and collaborates with project team members, including consultants and contractors, regulators, and project stakeholders, to ensure satisfactory completion of projects. Represents Town of Mooresville at all construction and public meetings.

Guides projects through inspection and permitting processes to ensure compliance with Town, State, and Federal regulations.

Supervises work of consultants and contractors to maintain professional control of projects through completion.

Conducts field inspections to ensure safety, reviews pay applications, maintains regulatory compliance, solve-problems arising during the construction phase.

Manages project reports and documents by delivering proofread and edited material; ensures status reports include a risk assessment of active assigned projects; initiates, records, and files project information; and enters professional services, procurement, and construction bidding documents into the appropriate databases.

Develops a project schedule based on the master schedule of capital improvement projects by assessing Town requirements, contract design deliverables, and construction activities.

Develops a project budget by tracking encumbrances, expenditures, and progression; monitors and resolves erroneous charges; and ensures that projects are completed within the allotted time frame.

Administers project contracts by ensuring compliance with contract terms and payments; identifies and understands the department's needs and constraints of the budget and schedule; produces amendments and change orders; and processes payment requests.

Supervises and participates in projects spanning building maintenance, sustainability, grounds maintenance, fleet management, and facility services.

Meets with various internal departments to determine scope of projects and develop plans.

Responsible for selection of design entities through requests for qualifications and other statutorily approved selection processes.

Ensures that all Town projects are constructed in compliance with ADA standards.

Recommends a Facilities and a Fleet departmental budget, monitors expenditures and makes

recommendations as needed.

Supervises the Facilities and Fleet Departments' employees and reviews all evaluations.

Responsible for the care and maintenance of all Town buildings.

Responsible for the care and maintenance of all Town Fleet assets.

Responsible for other duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Extensive knowledge of construction means and methods, and standards of care and practice used in commercial/institutional construction with local government experience desired.

Thorough knowledge of the principles, practices, and methods of civil engineering as applied to planning, location, inspection, design, construction, various facilities, site development, road design, and related projects.

Knowledge of applicable building codes and local ordinances is desirable with special emphasis on life safety and accessibility issues.

Experience working in a professional team environment and having a collaborative and service orientated work style. Candidate will be flexible, willing to listen to the other side of issues and have an ability to accept change.

Extensive working knowledge of sustainable and "green" building design concepts, building systems and details, and USGBC protocols that can help to facilitate energy efficient buildings that produce low carbon footprints.

Extensive knowledge of the principles and practices of repair and maintenance of Town buildings.

General knowledge of Fleet maintenance management and procurement.

General knowledge of Automatic Vehicle Location systems for Fleet monitoring purposes.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge of related engineering specifications, and related environmental laws.

Considerable knowledge of contract administration. Experience with local government budgeting, purchasing, and acquisition preferred.

Considerable knowledge of effective supervisory principles and practices and organizational

personnel policies and procedures.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates, and citizens.

Ability to maintain and prepare accurate records.

Ability to deliver projects on-time and on-budget.

Be proficient with the following computer software: Enterprise Resource Planning (ERP), Microsoft Office, CAD, work order management systems, capital forecast software, Dropbox or other cloud-based file sharing software.

Considerable knowledge of the Americans with Disabilities Act (ADA) as it applies to public construction projects.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel and crouch. This position involves medium work requiring the employee to exert up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 25 pounds) to perform assignments.

Must possess the visual acuity to read gauges, dials, and observe moving parts of machines, to operate a computer terminal, and to record and review written records.

### **Minimum Education and Experience**

Bachelor's Degree from an accredited college or university in Construction Management, Civil Engineering, Architecture, and five to seven years of Project Management or Construction

Management experience, or an equivalent combination of education and experience. NC General Contractor's License preferred. LEED® accreditation is desirable. Ideal candidate will have worked in the public sector and have experience working with a wide variety of review agency staff as well as public bodies including Town Boards or City Councils.

### **Special Requirements**

Valid NC Class C Driver's License