

Capital Region Development Authority (CRDA)

Job Title: Director of Construction Services

Supervision Received and Responsibilities:

This position works under the limited supervision of the Deputy Director and supervises two direct reports.

Summary:

The Director of Construction Services shall be responsible for all aspects of building and facility planning, design, procurement, construction, fit-out, renovation and repair on behalf of CRDA.

Essential Duties and Responsibilities:

[The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.]

- Administers various CRDA relocation and development construction projects and programs, including the related procurement of consultants and contractors, contract negotiation and project management;
- Oversees staff and consultants involved in such services and related activities;
- Participates in and coordinates review of project plans and documents submitted to CRDA for funding requests; and advises the Executive Director and Board of Directors with respect to feasibility, design, construction, and budget issues in such matters;
- Monitors the operations of CRDA facilities and assists the respective facility managers in the resolution of construction and renovation-related issues that may arise; and
- Independently performs special projects as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Construction or Business-related concentration from a four-year college or university. Minimum of ten years of top-level experience in the management and administration of complex urban development and redevelopment construction projects. Experience with commercial properties, new construction, renovation of historic buildings as well as unique entertainment public assembly buildings, including stadia, civic centers and convention center facilities is preferred. Knowledge of federal, state, local construction statutes, regulations, and ordinances, as well as their organizational policies and procedures. A self-motivated, well organized individual who is a team player and can relate to people at all levels of an organization, possesses excellent communication skills, flexibility and is committed to CRDA's Mission.

OSHA 10-hour certificate

Proficiency in Microsoft Office Professional with an emphasis on Word and Excel to format and create professional documents to be used and distributed on the executive level. Proficiency with PDF manipulation software such as BlueBean Revu and large format plotters a plus.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must have adequate physical strength, stamina, and physical ability; and must maintain such physical fitness as be able to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required for long periods of time to sit; stand; walk; reach with hands and arms; and stoop. The employee must be able to lift and/or move up to five (5) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Walk job-sites in varying states of construction and completion.

Speak clearly so listeners can understand and understand the speech of another person.

React quickly using hands, fingers, or feet.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The selected candidate will work indoors in an office and outdoors at a construction site or in buildings without heating or air conditioning, such as portable trailers or unfinished structures.

The noise level in the office environment is usually moderate, however, can be loud due to office machines, telephone activity and simultaneous conversation in the work area, or on the convention center show floor.

In the field environment, the employee can be exposed to sounds and noise levels, such as from earth-moving equipment, that are distracting and uncomfortable; exposed to hot and cold temperatures, depending on the weather; and exposed to hazardous equipment. The employee will be required to wear protective equipment often, such as hard hats, when touring a construction site.

POSITION BENEFITS:

CRDA benefits include: health and dental insurance; accrued vacation, personal, and sick leave; retirement plan; group life insurance; and 13 paid holidays.

Annual salary range for this position is \$160,000 to \$190,000; actual salary to be commensurate with education and experience.

CRDA is an Affirmative Action-Equal Opportunity Employer.

Please remit cover letter, resume and references via E-mail by Monday, February 27, 2023, 3:00PM to:

Jennifer Gaffey
CRDA
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[CRDA Administration](#)
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