

Director, Capital Projects – Brookdale Community College

Reports directly to AVP of Operations. Oversees, directs and manages all campus activities associated with capital planning and construction, real estate development, and capital project budgets. Develops policy recommendations for review and approval by the AVP. The position will lead the implementation of all activities to achieve the approved Facilities Master Plan and is the project manager of the capital project operations.

Position Summary

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Description of Duties:

Project Management

- Oversee and direct all capital construction projects, selected architects, and contracted vendors related to capital projects.
- Write bid specifications related to construction projects.
- Review and recommend approval of architect engineer, construction management, building commissioning, and other professional contracts related to capital projects for the institution.
- Oversee the development and implementation of all college capital construction and rehabilitation projects.
- Evaluate project progress, change-order management, and compliance with project budget and construction schedules consistent with the FMP (capital) for AVP approval.
- Develop and recommend project budgets and schedules for all construction activities both for the purpose of affecting SELT level approvals and for coordinating movements, staff deployment, and schedule adjustments as necessary.
- As directed, seek appropriate opportunities for the purchase or lease of new property. Prepare proposals and make recommendations to the AVP of Operations and the VP of Finance and Operations.
- Provide regular oral and written reports to the AVP on the status of all projects and activities and, as necessary, to the BOT and Facilities and Finance Committee.

Strategic Planning

- Provide strategic leadership for the College's capital projects management and planning.
- Work closely with the Facilities Department administrative staff on strategic planning for the division.

Collaboration

- Collaborate closely with the Dir, Facility Ops and the Dir, Fire Safety and Env Compliance as needed on College facilities assessments, special projects, strategic planning, and implementation.
- Act as a direct liaison for the College with all federal, State, and local government agencies necessary for approval, financing, and/or permitting of appropriate construction projects.
- Works with the engineer of record to administer, enforce, and ensure that applicable construction codes in accordance with AIA/Owner/Architect, Division of Building and Construction documents, and Owner/Contractor procedures as well as State and New Jersey Construction Codes are implemented and enforced.
- Actively pursue funding alternatives for capital projects from sources that include but are not limited to, County, state, federal agencies as well as private and public foundations.
- In the event of labor actions, including work stoppages by construction site workers, ensure the safety of the construction sites and prepare and implement contingency plans for construction activities such as revised delivery schedules and change orders.
- Represent the AVP, as directed, at department, division, and college-wide meetings including active participation on appropriate Governance committees.

Other Duties and Responsibilities

- Performs other duties as assigned.

Minimum Qualifications:

Education & Experience

- Bachelor's degree required, preferably in a related field, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Additionally, a minimum of five years' experience required in related areas of responsibility including construction, project management, site development, general construction.

Knowledge/Skills/Abilities:

- Must be knowledgeable in relevant federal and state construction and safety codes.
- Must have experience with the preparation of service contracts and working with construction management consultants.
- Needs to have knowledge of New Jersey's community college system, New Jersey Administrative Code, capital funding programs, and facilities review process.
- Knowledge of and experience with grants and accreditation requirements preferred.
- Must be able to represent the interests of the College through personal contacts and presentations.
- The ability to build successful work teams with internal and external partners is a must.

Preferred Qualifications & Special Considerations

Knowledge of Monmouth County and its communities.

Exposure to all weather conditions. Evening and weekend hours may be required. Position can be

physically demanding. Manual dexterity and physical ability required. Must be able to climb ladders, work on scaffolding, climb over/around pipes, reach bend, squat, crouch or crawl. Must be available 24 hours a day, 365 days for campus and emergency calls.

Annual salary of \$95,542 with benefits.

Qualified and interested applicants can apply directly at

<https://jobs.brookdalecc.edu/postings/639>