

**Warren Wilson College**  
Job Description

**POSITION TITLE:** Design and Construction Supervisor

**REPORTS TO:** Director of Facilities Management and Technical Services

**DEPARTMENT:** Facilities Management and Technical Services

**POSITION SUMMARY:**

The Design and Construction Supervisor is responsible for managing and overseeing the planning and implementation of improvement, renovation and construction projects on campus, as well as training and supervising the Design and Construction Student Work Crew.

**SPECIFIC RESPONSIBILITIES:**

- Supervises and oversees the operations of the Design and Construction Department and Student Work Crew.
- Provides direction and management expertise concerning technical construction requirements associated with the renovation, construction and maintenance of campus building and facilities.
- Plans, oversees, and participates in all construction and design projects.
- Serves as the primary contact within the college and in the local community on improvement and construction projects.
- Monitors the college's facility renovation, repair and maintenance requirements.
- Manages the CAD systems for college facilities.
- Manages the GIS systems for FMTS.
- Managing the digging permits for FMTS and the campus.
- Trains, supervises, evaluates, and works with student employees.
- Develops, maintains, and monitors student work schedules.
- Develops, maintains, and works within a realistic work budget for the department.
- Participates in and oversees campus masterplanning efforts.
- Prioritizes, schedules and contracts major projects.
- Acts as the liaison with construction management firms. Oversees their performance and coordinates their services.
- Oversees and participates in the development of requests for proposal, bids, contracts and estimates for construction. Negotiates and administers contracts with third-party vendors, architects, and contractors. Ensures budgets are maintained.
- Conducts site inspections and conducts walk-throughs.
- Ensures testing for asbestos and lead is done prior to starting a project, and oversees abatement or removal as necessary.
- Manages documentation of lead, asbestos and radon for campus buildings.
- Oversees documentation of campus improvement projects.
- Manages the FMTS Resource Library, including building blueprints and operations and maintenance manuals.

- Maintains accurate as-built drawings for college facilities.
- Assists with LEED certification documentation as needed.
- Provides engineering and architectural oversight.
- Secures county building permits for improvement projects.
- Ensures code compliance and ADA compliance on projects.
- Creates an indoor air quality plan for each project and ensures it is followed.
- Negotiates and enforces contracts; monitors projects through completion.
- Prepares and monitors contractual budgets and completion schedules.
- Attends pre-bid conferences and recommends selection of consultants; reviews design plans and specifications.
- Reviews and approves expenditures as necessary.
- Develops and proposes facilities and building maintenance policies.
- Assists in developing facility operational priorities, goals and objectives.
- Annually updates the college's space allocation spreadsheet.
- Prepares a five year, a one year, and a quarterly plan (fall semester, winter break, spring semester, and summer break) involving the five components of our Mission: Work Excellence, Care of Students and Ourselves, Sustainability, Maintenance Excellence, and Triad Integration. Updates work order reporting every two weeks. Reprioritizes work, updates work status reports and establishes estimated timelines, which get reflected in the planning reports.
- Identifies specific areas for growth and equipment needs.
- Handles FMTS Director's responsibilities when he is out of the office.
- Works with different FMTS work crews and construction crews.
- Performs additional duties as assigned.

### **WORKING CONDITIONS:**

#### Physical Demands:

- Light physical work requiring ability to lift a maximum of 20 pounds.
- Occasional lifting and carrying.
- Some walking and standing.
- Vision to read and interpret reports and other written documents.
- Hand/eye coordination for operation of computer keyboard.
- Foot/eye coordination for operation of motor vehicle for field inspections.
- Speech communication and hearing to maintain communication with employees and citizens.

#### Work Environment:

- Works primarily indoors with some outdoor work to perform field inspections.
- Some exposure to noise and dust.

#### Equipment Used:

- Standard business and professional tools and equipment including computers and motor vehicles.

### **QUALIFICATIONS:**

Education: Bachelor's degree in architecture, engineering or construction management. Master's degree preferred, or equivalent experience.

Experience: At least 5 years progressively responsible experience in facilities engineering and construction management or architecture in a large organization including at least 2 years of supervisory experience. An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered.

Knowledge: Knowledge of Design/Build and Design/Bid/Build; the Uniform Building Code; principles and practices of facilities management and engineering; building maintenance safety practices and procedures; mechanical, electrical, heating and air conditioning systems; project and financial management and all building trades.

Abilities: Computer proficiency required with special emphasis needed in AutoCAD, ArcGIS, Microsoft Word and Excel; ability to establish and maintain effective working relationships with students and college staff members; handle sensitive situation with tact and diplomacy; communicate effectively both verbally and in writing; establish and fulfill goals and objectives; read blueprints and work plans; negotiate and enforce contracts; establish priorities; direct and effectively supervise students; and administer budgets; be able to function and thrive in a high energy productive work environment; commitment to the Warren Wilson Triad system.

Skills: Strong interpersonal skills, good oral and written communication skills. Social and emotional maturity, dependability, and ability to react to stress with humor, hard work, and flexibility.

**LICENSES, CERTIFICATES OR EQUIPMENT REQUIRED:**

Certification as a professional architect or engineer is desirable but not required. A valid North Carolina driver's license with no restrictions. This position may require the incumbent to occasionally use personal equipment (e.g. vehicle, cell phone, tools, etc.) in the course of their employment.