



Employment Opportunity

Bureau Chief – Bureau of Building Construction

40 hour *exempt* position – Grade M01

\$67,892 - \$71,282 hiring range

(Salary commensurate with experience)

Apply By: Thursday, February 25, 2020 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Manages the overall direction, coordination and evaluation of the Bureau. Oversees and manages activities of employees engaged in planning, design, construction, and renovation of various construction projects under the County's Capital Improvement Program (CIP) through all phases from funding request through design, construction and warranty period.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Formulate goals, policies, programs, procedures, and work schedules for Bureau
3. Compile composite reports from individual reports of subordinates required by management or government agencies
4. Manage bureau budget and resources
5. Determine work procedures, prepare work schedules, and expedite workflow
6. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
7. Assign duties and examine work for exactness, neatness, and conformance to policies and procedures
8. Study, develop and standardize procedures and policies to improve efficiency and ensure sound building construction practices
9. Address errors and complaints
10. Oversee progress of construction contracts
11. Oversee design process including assessing need, developing project scope and scale, and otherwise assisting user agencies
12. Work with Board of County Commissioners and state/local/grant agencies for approvals, funding, and reports
13. Review project designs, bidding documents, agreements, contracts, specifications, and drawings
14. Perform consulting and project management duties for outside projects
15. Perform related duties as to specific assignments
16. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Civil Engineering or Architecture
2. Six years design, construction or construction management experience; three years supervisory experience including office environment and construction contract administration

A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

Apply on-line: www.carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 01/21/2020
(20-85)

Carroll County is an equal opportunity employer