Equipment and Building Services Department
Third Tier Executive – Architecture and Engineering Management

Equipment and Building Services (EBS) is seeking an experienced individual to join the executive team. This position plays a key architecture and engineering management role overseeing capital improvements (program management, planning, design, and construction). As a result, a leader with successful work history in both capital program and project management is desired.

Primary responsibilities of the position are to plan, direct and provide executive management to a diverse professional and support staff as well as consultants and contractors. Administrative direction, procurement guidance and support, contract monitoring and administration, process and operations review and quality control are among the daily duties. Major initiatives either currently underway or pending that the incumbent will provide leadership to include establishment of a capital improvement/project management strategic plan, deployment of a new computerized project management system, and implementation of various capital improvement program projects. The position will maintain and enhance communication and coordination with other divisions/customer departments involved in facility capital improvements.

The selected candidate will represent the Department to the public, other municipalities, businesses, the design and construction industries, boards and commissions. The candidate will work closely with other City departments and effective customer service is critical.

The ideal candidate will be:

- A visionary, thoughtful, and decisive leader with solid management skills and demonstrated experience motivating and developing others to deliver efficient, effective, and responsive service
- Politically astute with the ability to build productive relationships with the community, various stakeholders, and customer departments
- An effective communicator, both verbally and in writing
- Certified/accredited as a project manager/professional/administrator by an industry-recognized entity
- Knowledgeable of the principles of public administration and personnel management with demonstrated ability to plan, direct, and coordinate the work of others through subordinates
- Capable of managing staff and providing leadership to provide a clear understanding of the division’s core goals through regular and consistent communication
- Experienced in capital improvement program planning and implementation
- Knowledgeable of principles of energy management

Must have:

- Thorough knowledge of business principles, practices and techniques used in department management including but not limited to procurement and contract administration
- Clear focus on both internal and external customer service
- Demonstrated ability to work collaboratively with diverse stakeholders in accomplishing goals by balancing competing priorities and demands in a fast-paced work environment
- Demonstrated ability to accept ambiguity and contradiction as a natural part of the working environment
- Consistent track record of integrity and honesty in professional and personal matters
- Strong ability to analyze and project financial and other data
- Public presentation and speaking skills
- Demonstrated ability to guide the professional development of staff

Candidates must also be willing to take risks and attempt innovative approaches to issues; critically review information and investigate issues.

Requirements:

- Completion of a bachelor’s degree from an accredited college or university with a focus in Public Administration, Management, Civil, or Architectural Engineering, Architecture, or a closely related field
- At least five years of broad, extensive and progressively responsible experience in the general management of either capital improvement programs or project management
- At least two years of in-depth experience using a computerized project management/asset tracking system

Any combination of education and experience that would likely provide the required knowledge skills and abilities will be considered and may be qualifying.

Salary DOQ + benefits
Anticipated pay range for this position is $74,207 - $110,000.

Interested Applicants:
Interested qualified candidates must submit an application online via NeoGov at: www.governmentjobs.com/careers/dallas

* Applications must be complete, including previous salary history and (3) required references. A resume and letter of interest are recommended. All documents must be attached at the time of submission for consideration. A resume should be submitted as supplemental documentation only and will not be considered as a primary application for the position. Incomplete applications will not be considered. Application must be submitted by the deadline noted on the NeoGov application submission site.

Note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.