

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



JAIL EXPANSION COORDINATOR – PART TIME

JOB CODE: 20117

PAY GRADE: 15

PAY RANGE: \$20.7692 - \$33.2308/HR

GENERAL DESCRIPTION

Under the direction of the Commander of the Department of Detention and Corrections, this position administers the planning, design, and construction of major capital projects, and renovations of existing facilities. The incumbent solves a wide range of highly complex, multi-disciplinary problems, which must consider long-term organization-wide planning, composes sensitive, non-routine correspondence requiring tact and diplomacy and/or complex summaries for which established formats generally do not exist, and negotiates with outsiders in sensitive and complex situations. Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures. Errors in work may cause delays in work or losses in expenditures for material and/or equipment or unjustified work time. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Serves as Project Manager to include programming, design, and construction of large capital projects, and renovations at the Jail complex;
- Provides technical direction, within the disciplines of architecture and construction, to achieve effective design of large capital facilities at the Jail complex;
- Directs the construction process related to both large and small capital projects;
- Acts as liaison between office personnel, County employees, architects, contractors, and other professional entities to insure that goals and procedures are understood in the planning, design, and construction of facilities; includes incorporating an operational knowledge of the criminal justice system into facility design;
- Prepares written reports, communications, schedules and project updates as requested;
- Provides cost analysis and budget control on capital projects, to include developing a value management program on all projects as wells as the development and coordination of furniture, fixtures and equipment (FF & E);
- Directs the programming and space planning functions involved in facility design;
- Prepares a master plan and site analyses for all Office facilities at the Jail complex;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in public administration, criminal justice, or business administration or other related field
- Or four (4) years' supervisory experience in either the construction industry or Criminal Justice System
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management to provide information, make decisions, or perform tasks at the proper time to ensure project success
- Knowledge of design and architectural principles and standards to interpret building plans to operational staff, and ensure that operational needs are effectively communicated to the architect and/or contractor involved in a project
- Knowledge of construction to explain and clarify to operational staff how things are built and what products are being used in a project
- Knowledge of cost analysis and budgeting to analyze every project in detail to evaluate if cost effective products and designs are being utilized; includes the ability to analyze square footages and construction delivery methods on every project
- Knowledge of criminal justice system to effectively program and design a facility that meets the needs for law enforcement, corrections, and judicial operations
- Ability to work with professionals with tact and diplomacy
- Time management, organizational, and problem solving skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 3 hours per day
- Stand up to 2 hours per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Frequently bend, reach, or twist
- Occasionally squat or climb