

RECREATION CENTERS OF SUN CITY, INC.

Job Opening BUILDING AND INFRASTRUCTURE MANAGER Full Time

SALARY RANGE: \$53,860 - \$77,020 Annualized

JOB LOCATION: Building and Infrastructure Department

JOB SUMMARY: The Building and Infrastructure Manager plans, directs and oversees new construction, structural changes, remodeling, repair and maintenance work, additions, demolition, and improvements for all RCSC buildings and real property. The B&I Manager also provides technical guidance and leadership to department coordinators and Facilities Maintenance Supervisor.

POSITION REQUIREMENTS:

- Five years of increasingly responsible construction management experience and/or ten years of increasingly responsible facilities management experience where project management, facilities management, building construction principals, financial management, customer service and project planning have been emphasized.
- Specialized training in building trades, asbestos, swimming pools/spas, facilities management and recreational facilities desirable.
- Must acquire and maintain an asbestos certification at the Contractor/Supervisor level.
- Possession of a valid State of Arizona drivers license
- Excellent oral and written communication skills.
- Strong financial management and budgeting skills.
- Strong Microsoft Office skills including Word, Excel and Outlook.
- Understands Internet, Intranet, Facility Dude and other computer programs used by the B&I Department.
- Strong project management skills and the ability to complete projects on time and within approved budget.
- Ability to read and interpret construction drawings.
- Knowledge of building related equipment and trades related construction costs.
- Ability to motivate and maintain effective working relationships with staff, management, board of directors, cardholders, county officials, architects, engineers, and vendors.
- Must possess excellent judgment, problem-solving, multi-tasking, and decision-making skills.
- Must possess excellent analytical, organizational, customer service, and people skills.
- Ability to write reports, business correspondence and operational procedures.
- Excellent understanding and working knowledge of building construction and building systems.
- Ability to efficiently schedule work assignments and supervise employee work completion and performance.
- Ability to maintain confidentiality and professional decorum.

APPLICATIONS: Applications and further information may be obtained from the Human Resources Department or online at www.suncityaz.org

SELECTION PROCEDURE: Experience listed on the application form will be assessed for appropriateness to the position requirements.

LAST DATE TO APPLY: Open until filled

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