UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Construction Projects I (Utilities and Environmental
Compliance)

DIVISION: Business and Finance

REPORTS TO: Utilities Engineer, Facilities Services

GRADE: 12

SUPERVISES: Professional, technical, maintenance/trades personnel and
trades contractors

BASIC FUNCTION:

Provide engineering and project management services to the University
community for construction, renovation and deferred maintenance projects.
Provide technical and management assistance to URI’s Utilities systems.
Provide technical and management assistance to URI’s environmental
programs and requirements

DUTIES AND RESPONSIBILITIES:

Manage, inspect and document construction, renovation and deferred
maintenance projects.

Manage construction and maintenance contracts for the University utility
systems, to include: Water, Natural Gas, District Steam, Electrical, Sewer
and Storm Water distribution systems

Determine necessary repairs and upgrades for efficient and reliable
Operation of the utility systems.

Manage and coordinate URI personnel to develop work and to perform
utility repairs.

Conduct field inspections and surveys of mechanical systems to
determine energy efficiency and improvements to maximize efficiencies.

Develop and complete environmental permits and reports (e.g., air water,
wastewater, storm water, etc.)

Perform regulatory review and research to determine requirements and to
insure University compliance.
Develop and maintain facility plans/manuals (e.g., SPCC, water supply management, storm water management, contingency, emergency action, etc.)

Develop programs, and establish and work with committees to achieve environmental goals and requirements.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required or assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet and database software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor of Science degree in Engineering, with a minimum of two years of construction management and administration experience; excellent organizational and time management skills; strong communication skills (written and verbal), to include developing and analyzing data, and writing reports; ability to organize, coordinate and supervise support staff. PREFERRED: Bachelor of Science in Mechanical or Environmental Engineering; utility and environmental compliance experience in such areas as potable water, air emissions, wastewater, stormwater management, and permitting; knowledge of state and federal laws and regulations including: Clean Water Act, Clean Air Act, OSHA, etc.); ability to read and understand blueprints; ability to work effectively with students, faculty and staff; computer skills, including MS Word, EXCEL, PowerPoint, Access.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.