UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: Manager, Construction Projects II

DIVISION: Administration & Finance (Business Services: Campus Design)

REPORTS TO: Associate Director, Campus Design

GRADE: 14

SUPERVISES: Professional, technical and trades contractors

BASIC FUNCTION:

Provide architectural and project management services for design of the University’s construction, renovation and deferred maintenance projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in providing architectural services in support of the University (these services will include computer-aided design). This work includes supervision of contracted design agents, contractors and subcontractors.

Consult with appropriate university personnel on proposed architectural projects and develop preliminary scope of new projects. Prepare or oversee project programming and preliminary budget spreadsheets and schedules. Assist with URI and state agency approvals to initiate projects, including all funding approvals.

Assist the Director and Associate Director with project site selection recommendations and approvals from the appropriate university committees.

Prepare Request for Proposal documents, as required, for outsourced architect/engineering services consultants and manage the selection process. Assist the Director and Associate Director with interviews and in making presentations.

Negotiate and prepare Owner-Architect agreements, descriptions of project scope, detailed project budgets, and schedules. Coordinate approvals with University Counsel and URI Purchasing offices.

Prepare, review and recommend modifications to plans and specifications for construction, renovation and deferred maintenance projects for compliance. Provide final building design floor plans to the Manager of Space Allocation and Analysis.
For assigned projects, manage the design process including meetings, budgets, schedules, and the documentation of decisions. Coordinate planning and design decisions with college deans, department heads, and building committees involved with the process.

Provide design management leadership to inspire a process that fosters fine architecture, efficient and effective building systems, and the development of a livable and community-focused university campus.

Coordinate and work closely and cooperatively with maintenance/trades personnel to ensure consistency between new construction and major rehabilitation project designs for maintenance and repair requirements.

Assist with the development and manage the application of University of Rhode Island Building Design Guidelines. As projects are designed, meet with appropriate users and project process partners and coordinate the university’s design review comments.

Provide management of the design and specifications of fixed equipment within a project and coordinate with movable equipment and furniture planning.

Prepare and present regular project reports and update appropriate URI directors and committees on the status of projects.

Liaise between Campus customers and design agents.

As projects require, provide coordination with regulatory agencies.

Monitor progress of construction, renovation and deferred maintenance projects, coordinate needs with design and construction agents, and issue reports.

Assist with the preparation of project contract documents for the advertisement and public bidding of work. Verify contract documents for compliance with university standard procedures and applicable governmental regulations and building codes.

Evaluate design-related change orders and make recommendations to the Director and Associate Director.

Prepare project public relations materials and make presentations to the campus community and other audiences.

Serve on various department, division, and university committees.

OTHER DUTIES AND RESPONSIBILITIES:

Liaise with outside agencies (federal, state and local) regarding progress, completion and project close-out.

Perform other duties as required or assigned.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver’s license. Registration as either a Professional Engineer or Architect license, and/or a Project Management Professional Certificate.
ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position. The potential exists where noise, vibration, hazards, atmospheric conditions, oils and wearing a respirator might also be encountered. This position requires bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, feeling, talking, and hearing.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree in civil or mechanical engineering, or architecture; Demonstrated evidence of registration as a professional engineer, architect, or project management professional; Minimum of five years of cumulative experience in design or construction management and administration, including construction estimating experience; Demonstrated working knowledge of building code requirements and standard construction specifications; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Willingness to travel throughout the University community; Demonstrated experience using computer-aided design and computer project scheduling systems; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others; Demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master’s degree in civil or mechanical engineering, or architecture.

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