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Position #: (NUNC).(E)
Developed by KHC
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**University of Rhode Island
Position Description**

TITLE: Technical Director, Facilities Group
DIVISION: Administration and Finance (Facilities Group)
REPORTS TO: Assistant Vice President, Facilities Group
GRADE: 19
SUPERVISES: Capital Design and Construction Department Staff

BASIC FUNCTION:

Manage all aspects of the URI Capital Design & Construction program. Responsible for the multi-year capital program, budgeting, program-wide cost estimating and cost management, project design, building system design, construction administration, and building commissioning/building activation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Represents the Assistant Vice President, URI Facilities Group in his absence. Serve as a strategic partner with the AVP for Facilities Group and University administration in delivering a facilities vision that meets the goals of the University's research, clinical, and teaching programs.

Act as a leader experienced in supporting and developing a diverse professional environment, training and mentoring fellow and junior architects & engineers, building, and maintaining a strong, cohesive team with outstanding esprit de corps that is proactively positioned to generate outstanding, forward leaning solutions to unique higher ed facility issues, within a constrained resource environment.

Lead and manage a department of multi-disciplined professionals (Registered Architects, Professional Engineers, PMP's) whose responsibilities cover all activities in the capital design and construction program at URI. Responsible for "cradle to grave" activities reflective of designs, the construction and closeout of all major capital projects at URI.

Project types include science, research, academic and administration, athletics, residential and utilities, and infrastructure improvements typical of a significant higher education and research institution. Individual projects range in complexity, size, and cost from \$250,000 to hundreds of millions of dollars.

Provide critical leadership and strategic direction for the team in all

phases of capital program development and delivery utilizing in-depth knowledge of programmatic priorities and financial position in a manner consistent with Facilities practices, policies, and goals.

Provides internal Facilities Group oversight of the Facilities Committee "Project Approval" program and format, closely coordinating with the AVP and annual Capital Improvement Plan to ensure funding milestones meet required timelines. Participate in preparations for these meetings, as needed.

Develop and analyze multi-year project and program workload projections, developing staffing requirements.

Implement, oversee, and ensure design and construction firms use and implement campus design and construction standards.

Oversee and be responsible for the hiring of Architectural and Engineering firms for design and construction of major capital projects, including oversight of the interview process.

Responsible for the Owner's Project Management (OPM) program that provides site specific capital project oversight.

Demonstrate experience with and knowledge of multiple design and construction approaches for capital projects including, but not limited to, design-bid-build, design-build, Public Private Partnerships (P3), Construction Manager at Risk (CMaR) and the development and implementation of Project Labor Agreements (PLA's)

Develop and maintain a thorough understanding of the academic, research, and clinical units and infuse the facilities design process with this knowledge.

Develop a long-term strategic vision for the team, an implementation plan, and priorities, including short-term goals and corresponding initiatives. Assess, develop, and implement data-driven enhancements and improvements to internal administrative, management, communication, and project delivery processes and procedures.

Continuously seek to improve the quality and quantity of services provided while developing an operational environment appropriate for recruiting and retaining the highest quality facilities design and construction professionals.

Identify ways to improve system-wide processes and procedures that incorporate current technology, continuous improvement methods, and principles of accountability and transparency. Work with all stakeholders to ensure the optimum balance of internal control procedures and autonomous responsibility in procurement, project management of design and construction contracts, and financing expenditures.

Responsible for overall staff management, including staff performance through recruiting, skill development, and evaluation, managing staff resource allocation and deployment.

Interact with internal & external contacts such as the President's Executive Council, The President's Stewardship Council, the Board of Trustees, and various Deans, department heads, administrators, and staff from other University departments to consult, confer, and advise on institutional issues; to obtain approval for projects, to develop projects, and to provide progress reports.

Work with the AVP, Facilities Group and the Director of Planning & Real Estate Development on capital budget priorities and capital budget development.

Interact with external contacts to establish policies for project approvals; local, state, and federal histories preservation groups regarding preservation policy; peer institutions on policy, procedures, and benchmarking.

OTHER DUTIES AND RESPONSIBILITIES:

Supervise administrative and other assigned support staff; oversee the preparation and processing of both routine and important/complex correspondence.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Evidence of professional registration as a professional architect OR engineer (PE) in the State of Rhode Island or have a transferable license from another state. Must provide own means of transportation. Personal computers, printers; Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook), Microsoft Publisher, Visio, Wexonline, Eckos Facility Center (CMMS)

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Work may require project site and/ or building site inspections/ evaluations including either interior or exterior environments. Work may require bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, feeling, talking, and hearing.

QUALIFICATIONS:

REQUIRED: Registered Architect or Licensed Engineer (PE) with a master's degree in architecture or master's of science in engineering degree; Minimum of ten years demonstrated experience managing and leading a diverse capital design & construction program in a higher education environment or a minimum of ten years demonstrated overall experience managing and leading a diverse capital design & construction program in a non-higher education environment (government or private institution); Demonstrated experience in leading & supervising a multi-disciplinary team of experienced, licensed architects, engineers, and project managers; Demonstrated experience in collaborating and providing direction to stakeholders & partners; Demonstrated ability to think strategically and drive change; Demonstrated computer skills (i.e., CAD, word processing, database management & spreadsheet software); Demonstrated organizational, analytical, and problem-solving skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in

written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations, and to communicate the interpretation to others; Demonstrated ability to work with diverse groups/populations; and Demonstrated experience in developing program and project budgets.

PREFERRED: Minimum of 15 years demonstrated experience managing and leading a diverse capital design & construction program in a higher education environment or a minimum of 15 years demonstrated overall experience managing and leading a diverse capital design & construction program in a non-higher education environment (government or private institution.)

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