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Position #: (NUNC) (E)...
Developed by:..... PDeP
Reviewed by:... DLJ; LK
Approved by:..... LK
Date:.....04/15; 05/22

THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Capital Projects
DIVISION: Administration and Finance (Facilities Group)
REPORTS TO: Director, Office of Capital Projects
SUPERVISES: Professional and technical staff; Contractors
GRADE: 16

BASIC FUNCTION:

Manage the delivery of new construction, major rehabilitation and deferred maintenance projects and programs throughout the University. Plan, manage and oversee the activities and operations of staff engineers, architects, project managers, and contract owner's project managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, manage and oversee the activities and operations of projects and programs on all campuses throughout the University from a sustainable facilities perspective. Plan, manage and oversee the activities and operations of the staff architects, engineers, project archives and business office.

Plan and manage the selection and management of contract architects, engineers, and owner's project managers.

Direct a broad variety of construction, renovation and major maintenance activities through subordinate group and division managers including facilities, system maintenance, system controls and research and development.

Coordinate with the other business units in the University's Facilities Group, including but not limited to, Office of Planning and Real Estate Development, Facilities Operations, and Office of Small Projects.

Provide highly complex managerial support to the Director, Office of Capital Projects, and other management positions within the Division.

Develop the project management and major maintenance project's work plan, goals, objectives, policies, and procedures.

Assist with the management, development and implementation of goals, objectives, policies, and priorities for all facilities.

Assist with the establishment and maintenance of appropriate service and staffing levels.

Assist with the management of a multi-disciplinary architectural and engineering organization involved in the development, design and construction of facilities including the acquisition and modification of equipment.

Assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures, and meet with key staff to identify and resolve problems issues/areas of concern.

Prepare and deliver detailed reports, as required, to University clients and leadership.

Assist in the development of the budget from all sources including but not limited to General Obligation Bonds, Asset Protection, RIHEBC, grant funds and private sources of funds.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers; word processing, database and spreadsheet software. Registration as a professional engineer, architect, or project manager.

ENVIRONMENTAL CONDITIONS:

This position is subject to both indoor and outdoor work and to extreme cold and hot temperatures. The potential exists for exposure to noise, vibration, hazards, atmospheric conditions, and oils.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Civil, Mechanical or Electrical Engineering, Architecture or related field; Minimum seven years of experience with large construction activities, planning, and construction of building construction, renovation, and building operations and maintenance; Registration as a professional engineer, architect, or project manager; Demonstrated knowledge of federal and state occupational safety and environmental regulations related to building construction and renovation; Demonstrated knowledge of the principles and practices of construction project management; Demonstrated knowledge of building construction codes, construction costs, materials, and appropriate time periods for construction projects; Demonstrated ability to develop, plan, organize, manage, and evaluate construction activities for a variety of skilled and semi-skilled occupations; Demonstrated ability to manage a multi-disciplinary engineering and maintenance program; Demonstrated ability to evaluate operational situations and analyze data in preparation for managerial and policy decisions; Demonstrated ability to write technical reports relating to construction projects; Demonstrated budget experience; Demonstrated ability to establish and maintain effective working relationships with employees, contractors, public officials, and the public; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in Engineering, Architecture, or Business Administration.

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