

Class Code:.....0657A  
Position #: (PSA)..... (E)  
Developed by:.....JS  
Reviewed by:.....SG,LK  
Approved by:.....LK  
Date:.....07/07, 04/18

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

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

**DIVISION:** Administration (Business Services)

**REPORTS TO:** Assistant Director, Facilities Services/Utilities

**GRADE:** 12

**SUPERVISES:** Professional, technical and maintenance/trades staff 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.)

**Manager, Construction Projects I (PSA - 0657A)**  
**Page 2 of 2**

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's degree in Engineering; Minimum of two years of construction management and administration experience; Demonstrated organizational and time management skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience in developing and analyzing data and writing reports; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Bachelor's degree in Mechanical or Environmental Engineering; Demonstrated experience in utility and environmental compliance areas (e.g. potable water, air emissions, wastewater, stormwater management, and permitting); Demonstrated knowledge of state and federal laws and regulations (including, Clean Water Act, Clean Air Act, OSHA, etc.); Demonstrated ability to read and understand blueprints; Demonstrated ability to work effectively with students, faculty and staff; and, Demonstrated computer skills (including, MS Word, EXCEL, PowerPoint, Access.)

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