

**ClassCode:.....0657B**  
**Position#: (PSA).....**  
**Developedby:.....CM**  
**Reviewedby:.....**  
**Approvedby:.....**  
**Date:.....08/15**

**UNIVERSITY OF RHODEISLAND**  
**Position Description**

**TITLE:** Manager, Construction Projects I (Campus Planning + Design)  
**DIVISION:** Business and Finance  
**REPORTS TO:** Director of Campus Planning + Design  
**GRADE:** 12  
**SUPERVISES:** Manages outside vendors

**BASIC FUNCTION:**

Provide project management services to the University community for construction, renovation and deferred maintenance projects. Provide technical and management assistance to URI's Campus Planning + Design Department to coordinate with Office of Capital Projects and Facilities Services.

**DUTIES AND RESPONSIBILITIES:**

Manage and coordinate URI personnel to develop design and spatial, physical efficiencies within existing building systems.

Coordinate work with consultants and contractors for small projects.

Develop programs and work with committees to achieve Campus Planning + Design goals and requirements.

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

Manage construction and maintenance contracts for Campus Planning + Design.

Conduct field inspections and surveys of campus grounds to document existing conditions.

Determine necessary repairs and upgrades for efficient and reliable use and operations.

Develop and complete budgets, permits and reports as required.

Perform regulatory review and research to determine requirements and to insure University compliance.

**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 Architecture or related field, with a minimum of two years of design, construction management and administration experience or a Bachelor's degree with a minimum of five years design, construction management and administration experience in a related capacity.; 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. Demonstrated working knowledge of AutoCAD.

**PREFERRED:** Design experience in multiple types of buildings. Previous experience in Architectural/Engineering office; ability to work effectively with students, faculty, staff and contractors; computer skills, including MS Word, EXCEL, PowerPoint, Access.

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