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Position #:(PSA).....
Developed by:.....TEP
Reviewed by:.....DLJ
Approved by:.....DLJ
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Construction Projects I

DIVISION: Business and Finance

REPORTS TO: Director, Office of Capital Projects (Facilities Services)

GRADE: 12

SUPERVISES: Professional, technical, trades contractors

BASIC FUNCTION:

Provide engineering and project management services to the University community for construction, renovation and deferred maintenance projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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 in providing engineering services in support of the University; these services will include computer-aided design.

Assist in maintaining a complete plan and specification record of the as-built condition of buildings, grounds, utilities, roads, etc.; assist in maintaining those records by utilizing the computerized data base, where available.

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 Administrative Services Property Control Division.

Assist in maintaining an inventory of space and space allocation.

Provide detailed inspection of construction, renovation and deferred maintenance projects.

Provide liaison between customers, contractors and trades for project management. This includes support to regulatory agencies and building inspector.

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

Prepare construction estimates for preliminary engineering and budget studies.

OTHER DUTIES AND RESPONSIBILITIES:

Administer design of construction, renovation and deferred maintenance projects.

Provide liaison 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:

Personal computers, printers; word processing, database management, and spreadsheet software. A valid driver's license is required.

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.

QUALIFICATIONS:

REQUIRED: Bachelor of Science degree in Engineering; a minimum of two years construction estimating experience; a minimum of two years construction field engineering experience; a minimum of two years construction management and administration experience; demonstrated working knowledge of building code requirements and standard construction specifications; demonstrated ability to communicate effectively in writing; demonstrated ability to organize and coordinate; demonstrated ability to supervise support staff; demonstrated ability to work with diverse groups of people; demonstrated ability to travel throughout the University; demonstrated ability to occasionally bend, reach, ascend, and descend ladders and stairs, stoop, kneel, crouch, crawl, stand, walk, push, pull, lift, feel and hear (hearing ability at average conversation levels with or without assistive devices); demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must have a valid driver's license; demonstrated ability to work with software packages that track and provide building data such as layout and square footage.

PREFERRED: Demonstrated experience using computer-aided design systems; demonstrated experience in electrical distribution construction; and demonstrated experience with roofing and window systems.

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