

Job Code: 100659
Position # (PSA) (E)
Developed By: KJB, DJP
Reviewed by: DLJ
Approved by: AMC
Date: 3/92, 11/90, 2/03, 10/03,
9/16, 6/20, 12/20,
10/21; 11/16/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Construction Projects II (NBC)

DIVISION: Academic Affairs (Graduate School of Oceanography)

REPORTS TO: Director, Narragansett Bay Campus (NBC) Facilities and Operations

GRADE: 14

SUPERVISES: Coordinator, NBC Facilities Operations, professional/technical consultants & contractors

BASIC FUNCTION:

Provide project management services for NBC construction, renovation, and deferred maintenance projects.

ESSENTIAL DUTIES AND RESPONSILITIES:

Coordinate and work closely and cooperatively with planning, design, Capital Projects, and maintenance personnel to ensure consistency between new construction and major rehabilitation project designs for maintenance and repair requirements. Coordinate the planning, design and construction of new construction, renovation, and deferred maintenance projects.

Assist in providing and planning, engineering and other design services including computer aided design and drafting, building information modeling, document management, project scheduling, cost estimating, and other associated design and construction software systems. This work includes supervision of contracted design agents, contractors, and subcontractors. Verify contract documents for compliance with university standard procedures and applicable governmental regulations and building codes.

Assist in developing and maintaining a complete record of the project development and construction processes including archiving project correspondence and entitlements, record drawings of buildings, grounds, piers, utilities, roads, etc. Assist in maintaining those records by utilizing a computerized database.

Prepare, review, and recommend modifications to project budgets, schedules, and plans and specifications for construction, renovation, and deferred maintenance projects. Provide detailed updates to the Director, NBC Facilities and Operations, and broader project status updates for Senior Leadership and other University groups.

Provide detailed field inspections of construction, renovation, and deferred maintenance projects.

Act as liaison for all aspects of project management including coordinating with clients, contractors, all regulatory agencies and entitlement agencies, and other organizations acting as the Authority Having Jurisdiction over specific projects. Coordinate with appropriate Facilities Operations staff and act as a resource for entitlement agencies (federal, state, local, and other authorities having jurisdiction) regarding project planning, design, construction, and close-out.

Monitor progress of construction, renovation and deferred maintenance projects, coordinate needs with design and construction agents, provide suggestions for corrective measures when required, and issue reports.

Prepare full project estimates for the planning, design, construction, and other similar budget studies.

Liaise with Facilities Operations staff, Campus customers and design agents.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required or assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Valid driver's license. Evidence of a Professional Engineer license, Registered Architect license or a Project Management Professional Certification.

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. Position requires inspection work in buildings as well as 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: Bachelor's degree in Engineering, Architecture or Construction Management; Demonstrated evidence of a Professional Engineer license, Registered Architect license or Project Management Professional Certification; Minimum of five years of cumulative experience in construction management and administration, which includes project estimating and construction field experience; Demonstrated working knowledge of local permitting and building code requirements; Demonstrated working knowledge of standard design and construction specifications; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Willingness to travel throughout the University community; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in Engineering, Architecture, or Construction Management; Demonstrated experience using project scheduling, estimating, and computer-aided design systems; and, Demonstrated experience with Microsoft Office and Google G Suite applications.

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