

Class Code:..... 0659
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Developed by:..... TEP
Reviewed by: TD;PD
Approved by:.....RHL
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Construction Projects II
DIVISION: Business and Finance
REPORTS TO: Associate Director, Facilities Services/Capital Projects
GRADE: 14
SUPERVISES: Professional, technical and trades contractors

BASIC FUNCTION:

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

Provide liaison with outside agencies (federal, state and local) regarding progress, completion and project close-out.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver's license and Professional Engineer license 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:

Bachelor of Science degree in civil or mechanical engineering required. Must be a highly motivated individual registered as a professional engineer in the State of Rhode Island or have a transferable license from another state. A minimum of five years of cumulative experience in construction management and administration required, which includes construction estimating and construction field engineering experience. Must have a working knowledge of building code requirements and standard construction specifications. Must possess the ability to communicate effectively orally and in writing, to organize, coordinate and supervise support staff, and to travel throughout the University community. Experience using computer-aided design and computer project scheduling systems preferred. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Could on occasion require bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, feeling, talking, and hearing. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports.

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