

Class Code:..... 0704
Position#: (NUNC)... 106778
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....7/87

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Capital Projects
DIVISION: Administration
REPORTS TO: Assistant Vice President, Business Services
GRADE: 18
SUPERVISES: Professional staff; clerical support staff

BASIC FUNCTION:

Responsible for planning and managing all new construction, major rehabilitation, and deferred maintenance projects involving all University facilities, grounds, and major utility systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain a comprehensive working information base regarding the existing complement of structures, systems, and landscape constituting the University's physical plant with detailed information on the configuration and condition of all such components.

Develop and maintain the University's Five-year Asset Protection and Maintenance Plan, Major Rehabilitation and Conversation Plan with detailed descriptions of prioritized project funding needs and proposed funding sources.

Prepare in conjunction with program specifications from the academic Deans and Vice Presidents the University's Capital Development Program for major construction in accordance with State requirements.

Develop and coordinate a five-year planning process in support of asset protection for auxiliary enterprise facilities and the commitment of Maintenance Reserve funds.

Work closely with the Senior Assistant to the President on review of resource allocation for capital projects.

Director, Capital Projects (NUNC – 0704)
Page 2 of 2

Continue implementation and further development of the Campus Master Plan for Parking, Circulation and Landscaping.

Oversee the construction requirements associated with the University's Asbestos Abatement Program.

Provide engineering and architectural services for new construction and major rehabilitation and renovation projects, working with campus departments to translate program requirements into required facility components and configurations.

Work with the Office of the State Building Inspector and other local, State and Federal departments and officials regarding construction projects.

Oversee the progress and performance of contractors undertaking construction and renovation projects on the University campuses and manage the payment authorization process on such projects.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree in Engineering; minimum of five years' experience in construction management, estimating, and drafting for construction projects and five years' experience in managing professional personnel in an institutional setting. **Preferred:** Master's degree; registration as a professional engineer.

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