

Job Code:.....101310
Position #: (NUNC) .(E)
Developed by:.....JP
Reviewed by:..... RC/JVW
Approved by:.....LK
Date:.....02/18; 10/18

THE UNIVERSITY OF RHODE ISLAND

POSITION DESCRIPTION

TITLE: Director, Small Projects
DIVISION: Administration and Finance (Business Services)
REPORTS TO: Assistant Vice President, Business Services
SUPERVISES: Professional staff and support staff
GRADE: 14

BASIC FUNCTION:

Responsible for the day-to-day leadership, oversight and management of all aspects of small construction and renovation projects, including administration, planning, design, development, documenting, contracting and implementation. Support divisional and departmental efforts in the development of an integrated Small Projects program, working in collaboration with other campus departments, including Campus Planning & Design, Facilities Services, Capital Projects, Public Safety, networking and telecommunications, and others as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as a working Project Manager while supervising and managing internal Project Managers responsible for design and delivery of a wide array of small projects across all campuses, ensuring that the range of projects involving basic office modifications through laboratory alternatives and enhancement are implemented successfully.

Oversee project execution for all phases of assigned projects, from inception to completion, including participation in design, budgets, schedules, labor and procurement requirements, project documentation and close-out.

Work in coordination with Campus Planning and Design, and implementation decisions with all project stakeholders associated with over 300 academic, research, residence, dining, athletics and general business facilities.

Establish and maintain communication with customers during all phases of project execution. Address potential areas of concern, proposing solutions in a proactive manner from programming to construction completion.

Provide liaison between customers, Campus Planning & Design, Capital Projects, Facilities Services, and other Business Services departments as needed, resolving any complaints or issues in a timely manner.

Determine best method of project delivery and transaction processing with University Purchasing, facility services, and networking and telecommunications to channel project.

Monitor progress of all projects, providing regular updates to customers and facilitating efforts to meet project budgets and schedules. Prepare and present regular project reports and update appropriate University staff on the status of projects.

Establish and maintain policies, standard practices, and auditing procedures for small project and customer service request processes with a view toward continuous improvement in management and performance.

Continually evaluate department activities for effectiveness and efficiencies, seeking methods to improve on past performances through innovation, recommendation and implementation of corrective action plans, and the application of technology and purchasing methodologies that support the objectives of the department.

OTHER DUTIES AND RESPONSIBILITIES:

Serve on various department, division, and university committees as requested.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers; word processing, database, spreadsheet, scheduling and graphics (AutoCAD) software. Valid driver's license.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Engineering, Architecture, Construction Management or related field; Minimum of five years of experience in progressively responsible roles in architecture or construction management; Demonstrated knowledge of architectural design; Demonstrated knowledge of engineering principles; Demonstrated knowledge of construction administration; Demonstrated knowledge of construction materials, methods, and practices; Demonstrated working knowledge of AutoCAD and project scheduling; Demonstrated working knowledge of spreadsheet and project management software; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated customer services skills; Demonstrated organizational and time management skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Registration as a professional engineer or professional architect; Demonstrated project management experience with an Architectural/Planning design firm; and, Minimum of three years of experience in an institution of higher education, large public agency and/or private enterprise of comparable scale of responsibility.

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