

Job Code:.....101349
Position#: (NUNC)(E)
Developed by:RC
Reviewed by:.....JVW
Approved by:..AMC, LK
Date:..09/18; 11/18; 02/19

UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION

TITLE: Associate Director, Campus Design

DIVISION: Administration & Finance (Facilities Group)

REPORTS TO: Director, Planning & Real Estate Development

GRADE: 15

SUPERVISES: Professional and support staff; external University planners, architects, engineers, and project managers

BASIC FUNCTION:

Under the general direction of the Director, responsible for design of campus physical improvements, new construction and renovation projects of buildings, utilities and landscape, and other campus design work as may be required. Manage architectural and engineering consultant contracts, plan and maintain University's aesthetic and functional objectives, including longevity, sustainability, functionality and architectural appropriateness. Work to assist in the overall planning of the physical development of the University.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Responsible for design of major construction projects on the campuses of the University of Rhode Island including conceptualization and formulation of capital projects, siting, massing, architectural intent, design standards, and phasing.

Assist in the development of construction programs, costs projections, funding programs and analysis and general background information for capital improvement program and related campus programs.

Prepare RFP's and manage selection process for planning and architectural and engineering (A/E) services consultants. Oversee the work of A/E service consultants and coordinate with Office of Capital Projects and Facilities Services.

Monitor projects from conception through commissioning. Work directly with consultant design team and the Office of Capital Projects to assure that plans and specifications are being followed. Make final recommendations regarding substitutions and changes to approved plans.

Develop, gain approvals for, document and promulgate design standards for the full range of facilities, hardscape, and landscape elements on University properties.

Prepare designs, plans, specifications and estimates for various construction projects on all campuses.

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Assist in the development of programming and feasibility studies for renovation and new construction projects for buildings, landscape and other improvements.

Work with Capital Projects and Facilities Services to coordinate the design, cost management and maintenance of projects.

Oversee the implementation of the campus master planning, land use planning and regulation conformance, and implementation planning.

Work with the Space Enhancement, Design, and Allocation (SEDA) Committee and the Campus Master Plan Review Team to oversee the Master Plan and its implementation, new construction, deferred maintenance, and the renovation and improvement of buildings.

Assist in translating the vision and institutional direction set forth by the President into manageable, prioritized capital projects that are consistent with the long-term Master Plan goals.

Work with specific projects' building committees to develop the space program and cost estimates of new construction or renovation projects, either through external services or in-house, and articulate the implications of each space program on the rest of campus space and operations.

Maintain and update other databases and information systems necessary to assess needs, make project decisions and produce accurate reports.

OTHER DUTIES & RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS & EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The position will not be substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in architecture, landscape architecture, planning or a related field; Minimum of five years' experience (with three of those years in a management position) working as either a planner, architect, or landscape architect at or for an institution of higher education, OR for a planning/architectural firm with significant experience working with institutions of higher education; Demonstrated knowledge of principles and practices of planning and architecture and design used in building construction and renovations; Demonstrated knowledge of principles and practices of building materials and current methods and techniques used in building construction and renovations; Demonstrated organization and prioritization skills; Demonstrated computer experience, including working knowledge of office software products; Demonstrated knowledge of computer-aided design systems (AutoCAD), project management and estimating software; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience overseeing the development of comprehensive design and planning guidelines that promote stewardship of the environment and other campus resources; Demonstrated experience in a variety of campus sustainability initiatives; Demonstrated working knowledge of LEED certification programs with experience in the certification process; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in architecture, planning, or related field; and, Demonstrated registration as a Professional Architect, Engineer, or Landscape Architect.

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