

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 1:22:50 PM
Official Title:	Construction Project Manager Senior Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323754
Job Family:	Facil/Engineer/Work Contr

JOB SUMMARY

The Construction Project Manager Senior is responsible for managing design and construction projects, including soliciting consultants and contractors, project accounting, authorizing payments and coordinating the day-to-day administrative responsibilities associated with the design and construction process.

NATURE OF WORK

The Construction Project Manager Senior functions as the highest level of Construction Project Manager responsible for overseeing construction administration and supporting the planning, design and construction phases. This position serves as the institution's liaison to builders and general contractors and their offices, before and during smaller to large capital construction and repair projects on campus. The Construction Project Manager Senior is a non-supervisory position, but differs from lower-level position in scope of responsibility by serving as a senior resource to lower-level managers or Project Inspectors. Job responsibilities require exceptional organizational, consulting, and negotiation skills and experience. Results are defined by senior management, division and institution mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. The Construction Project Manager carries out work activities independently; supervisor/manager is available to resolve problems. Problems faced in this position are highly varied, complex, and often non-recurring, which may require novel and creative approaches to resolution. Decisions have major implications on the management and operations of an area within a department, and may contribute to important strategy, operations, and business decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Manages the day-to-day responsibilities of the execution of multiple capital and non-capital projects in accordance with the contract documents, plans and specifications.

Maintains all construction blueprints, drawings, plans, and timeframes as well as ensures that work proceeds on schedule as contracted.

Provides quality control of planning and design phases and closely coordinates with local building officials regarding latest code requirements.

Coordinates and assists with fiscal responsibilities for the contract including payment requests, budget management and contract additions or changes.

Negotiates change order prices with the contractor to fit the budget limitations.

Ensures compliance with University policies, state and federal laws and regulations, contractual agreements and industry standards.

Manages and coordinates interview and selection process for external contractors, including consultants, contractors and staff for design and construction projects.

Establishes and maintains relationships with internal and external stakeholders to identify potential services or processes that may enhance and support facilities and operational functions.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Associate's degree, or vocational or technical school degree	Civil Engineering Technology or other related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
4 year +	Directly related experience in general contracting or in overseeing construction projects	X		