

Family: Facilities and Operations

Level: PR5

Position Profile Title: Coordinator-Cap Const Proj Mgr

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

PROFILE SUMMARY:

Positions in this job profile are 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.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Coordinator-Cap Const Proj Mgr is the coordination and management of multiple capital and non-capital construction projects across the university. Positions oversee construction administration and support the planning, design and construction phases.

PRIMARY POSITION RESPONSIBILITIES:

1. 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.
2. Provides quality control of planning and design phases and closely coordinates with local building officials regarding latest code requirements.
3. Coordinates and assists with fiscal responsibilities for the contract including payment requests, budget management and contract additions or changes.
4. Negotiates change order prices with the contractor to fit the budget limitations.
5. Ensures compliance with University policies, state and federal laws and regulations, contractual agreements and industry standards.
6. Manages and coordinates interview and selection process for external contractors, including consultants, contractors and staff for design and construction projects.
7. Establishes and maintains relationships with internal and external stakeholders to identify potential services or processes that may enhance and support facilities and operational functions.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have major implications on the management and operations of an area within a department; job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Entire University
- Functions Across the University
- Department
- Direct Team
- Students
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions



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ACCOUNTABILITY:

Results are defined by senior management, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Access and/or work with sensitive and/or confidential information.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Bachelor's degree in Engineering/Architecture (Civil, Structural, Electrical or Mechanical) or a closely related field.

5 years of relevant experience.

May require certification or licensure.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.