

Family: Facilities and Operations

Level: PR6

Position Profile Title: Specialist 2-Const Mgr

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

PROFILE SUMMARY:

Positions in this job profile are responsible for the on-site management of construction projects. They oversee the management of construction contractors, including the permitting process, change order management, field reporting and ensures the project is built within the specifications of the contract and design.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Specialist 2-Const Mgr are the responsibilities to manage the planning, design and construction of capital and non-capital construction projects. The Specialist 2-Const Mgr is distinguished from the Coordinator-Cap Const Proj Mgr profile by the focus and oversight of external contractors and onsite construction management as compared to the day to day administrative management of the soliciting consultants and contractors, project accounting, payments and coordination of the day to day administration of planning, design and construction process.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides day-to-day responsibility for the execution of the contract in accordance with the contract documents, plans, and specifications, including interview and selection of consultant and contractors, review of progress payments, and negotiation of change orders.
2. Serves as a key University contact between the user, consultant, and contractor.
3. Oversees warranty work as needed to determine whether or not warranty work is required.
4. Ensures the preparation and maintenance of a master file of project documents, including plans, specifications, maintenance manuals, line diagrams, warranties, and special instructions through the completion of projects.
5. Coordinates and collaborates with internal and external stakeholders and agencies to ensure safety and quality standards for all projects managed, including local building officials regarding code requirements.
6. Coordinates compliance with University policies, state and federal laws and regulations, contractual agreements and industry standards.

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 Construction Engineering Management, Engineering, Architecture, or a closely related field.

Experience clarifying specification requirements for the design of facilities and construction documents.

Knowledge of state and local building codes.

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.