



**DATE ISSUED:** 04/09  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Director, Construction Services

### **JOB SUMMARY**

Assists with the performance coordination, and oversight of planning and construction. Provides project management and oversight of major deferred maintenance, capital construction, and renewal programs ranging from hundreds of thousands to several multiple millions of dollars. Assists with the preparation, submittal, and updates of the campus master plan, space planning, and all associated reporting requirements. Assists with project management and oversight of most major construction and deferred maintenance project needs. Assures that all University construction and related consulting services meet the University's HUB participation goals. Duties and responsibilities will cover Denton, Dallas and Houston as required. Work is performed under the supervision of the Director of Design and Construction and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Design and Construction

*Supervises:* Project Manager, CAD Technician and Construction Observer

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Serves as the Senior Project official on major capital construction programs. Directs the solicitation and selection of Architect, Engineering, and construction service related providers. Reviews plans and specifications for accuracy, completeness of data, and compliance with existing codes, standards, and regulatory requirements. Assures accurate and timely constructability reviews to minimize change orders. Conducts field inspections of work in progress to protect the University's investment in facility construction and renovation programs.

*Assistant Director,  
Construction Services  
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Analyzes and directs action on behalf of the university relating to construction process, as relating to requests for information, submittals, change orders, etc.

Participates in long range planning activities for the physical development of University facilities. Manages project development, design and oversight of construction activities for major program.

Solicits procurement of professional consultant services for architects and engineers to facilitate client needs and accomplish university initiatives.

Oversees the accomplishment of major construction projects and implementation of the Master Plan.

Serves as the University's senior code compliance officer.

Assures the preparation of complex statements of work; plans and specifications, and solicitation documents and review of the same.

Assures the preparation of request for proposals, invitation for bids, and related formal solicitation documents.

Serves as the contract administrator/project manager on major construction projects accomplished by contract.

Performs computerized support services using CAD, Microsoft Project, etc.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Assures the accuracy of all reporting data and timely submission of all Board reporting requirements.

Assists in the development of policies, procedures, and standards to assure conformance with design criteria and compatibility with existing features.

Establishes job and material standards to be reviewed and approved by management.

Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree in architecture, engineering or construction management required.

### ***EXPERIENCE***

Six or more years of progressively responsible professional experience in planning, contract administration and technical supervision of construction projects and management of major programs. Licensees/Certifications/Registration: Texas Professional Registration preferred.

*Assistant Director,  
Construction Services  
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***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to manage major construction and renovation programs with limited oversight.

Ability to make and/or recommend informed technical and managerial decisions.

Experience with permitting, code compliance and local, state, and federal regulatory requirements.

Technical writing skills sufficient enough to author contracts, specifications, reports, and general office, university or divisional policies and procedures.

Working knowledge of complex and detailed technical contract language.

Excellent interpersonal communicative and strong organizational skills.

Excellent computer software skills including MS Word, Excel, AutoCAD, Microsoft Project, etc.

Advanced knowledge of industrial construction, community development, and relevant statistical and research methods.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe

Assistant Director,  
Construction Services  
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manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***