



**DATE ISSUED:** 1/09  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Director, Design and Construction

### **JOB SUMMARY**

The Director is responsible for assisting the Associate Vice President with the University's aesthetic appeal, the structural and functional integrity of its facilities, and the sustenance of campus ambience, as it relates to buildings. This requires senior level professional expertise to coordinate the oversight of strategic planning, design and construction. Provides management oversight of long term planning relating to capital renewal and renovation programs. Oversees preparation, submittal, and updates relating to campus master plan, initiatives, facilities space planning, and assists with associated University, Board of Regents and the Coordinating Board requirements. Assures program management and oversight of major construction, deferred maintenance, and in-house build-to-suit projects. Assures that all University construction and consulting services meet a 30 percent goal for HUB participation, and adheres to the University's quality requirements. Duties and responsibilities are relevant to the Denton, Dallas and Houston campuses. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Vice President of Facilities Management and Construction

*Supervises:* Assistant Director of Construction Service, Assistant Director of Design Service

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

All work performed must be consistent with a level of quality and professionalism that requires only a cursory review by the AVP or other executive level management personnel and is not limited to the following:

Provides procurement, management, and evaluation of professional consultant services for architects and engineers.

Assures the accomplishment of major construction projects and implementation of Master Plan initiatives for all campuses.

Consistently reviews and recommends all aesthetic components relating to interior designs, furnishing, etc. and assists with the development of annual operating budgets, assures the accuracy of data reported, and timely submission to the AVP of all Board reporting requirements including presentation materials or individual assignments.

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

Coordinates and provides oversight of conceptualizing; and establishing, designing and implementing interior packages that will aid clients in minor renovations and furniture selections.

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

Serves as the contract administrator/senior project manager on major construction projects accomplished by contract and for built-to-suit in-house projects under charge.

Assures the development and maintenance of policies, procedures, and design and construction standards to assure conformance with design criteria and compatibility with existing facility/campus features.

Coordinates and oversees the solicitation of most professional services contracts including Program Managers.

Document steps taken to assure HUB participation, assure that all vendors do the same.

Serves as advisor to the AVP and lead administrator for facility related code compliance and regulatory issues relating to construction and renovation.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to University and Department policy.

Assure accuracy and completion of work to the AVP's satisfaction.

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***

Performs other duties as requested.

### ***EDUCATION***

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

### ***EXPERIENCE***

Eight years of mid to upper level management with six or more years of progressively responsible professional experience in planning, contract administration, technical supervision, and construction and/or project management. Demonstrated experience in multi-tasking to include managing major projects/programs in multiple location and cities. Licensees/Certifications/Registration: Texas Professional Registration preferred.

## **REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - The following are essential:

Ability to organize and execute small and large projects with expected results.

Advanced knowledge of and experience in permitting code compliance and design compliance with local, state, and federal regulatory requirements.

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

Ability to author and demonstrate a working knowledge of complex and frequently detailed technical contract language.

Excellent interpersonal communicative and strong organizational skills.

Good computer software skills including MS Word, Excel, AutoCAD, etc.

Advanced knowledge of commercial and higher education construction, community development, and relevant statistical and research methods that relate to planning, execution and implementation of major capital renewal and renovation programs.

Subject to exposure to inclement weather and extended periods of walking, lifting, standing, good vision, and hearing. Mobility is a must.

Ability to use a personal computer and other office equipment.

## **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, ladders, etc., talk or hear. May be required to sit or stand for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Work involves physical stamina requiring light to moderately heavy lifting (occasionally up to 50 pounds).

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**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel or work outside on construction sites of all kind. Hands, body, and mind dexterity required. Daily exposure to PCs and networks. May require long hours and weekends.

**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 require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure that employees work in a safe 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.***