



DATE ISSUED: 01/09
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Project Manager

JOB SUMMARY

Assists with the performance coordination, and oversight of planning, design, and construction. Provides project management and oversight of deferred maintenance and capital renewal programs. 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. Duties and responsibilities will cover Denton, Dallas and Houston as required. Work is performed under general supervision of the Assistant Director of Construction Services and performance is based upon completion of assignments and results obtained.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director of Construction Services

Supervises: No supervisory responsibilities

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

Assists in the coordination, oversight, solicitation, and procurement of professional consultant services and contracts for architects and engineers, including the preparation of request for proposals, invitation for bids, and related formal solicitation documents.

Oversees the accomplishment and implementation of major construction projects.

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

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

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

Assists in the coordination of project and material standards to be reviewed and approved by management.

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

Plans, assigns, and manages activities of professional staff or consultants, providing advice, instructions, and ensuring design accuracy and completeness.

Assists departments in evaluation of needs, identification of priorities, and development of construction documents required for project implementation.

ADDITIONAL DUTIES

Inspects quality and quantity of materials, quality of workmanship and construction methods when construction observer is not available or as required by the Assistant Director of Construction Services.

Assures that contractors establish and maintains a safe environment.

Assures the accuracy of all reporting data.

Manage production of preliminary layouts of spaces for proposed renovation, furniture, and equipment.

Performs other duties as requested.

EDUCATION

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

EXPERIENCE

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

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

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.

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.

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Excellent interpersonal communicative and strong organizational skills.
Good computer software skills including MS Word, Excel, etc.
Advanced knowledge of construction, community development, and relevant statistical and research methods.
Production-level skills in computer aided drafting (CAD) and Building Information Modeling (BIM) are preferred.

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; squat; use hands to finger, handle, or feel objects, reach with hands and arms; climb stairs, ladders, etc; talk and hear. May be required to sit 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. May be required to lift or move up to 50 pounds.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. The employee may be required to travel to remote work sites. Hands, body, and mind dexterity required. Daily exposure to PCs and networks. May move heavy equipment and boxes. May require long hours and weekends. Work may also be outdoors in all types of weather conditions.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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: _____

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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.