Director, Facilities Planning Design and Construction

Job Code 0930

**General Description**
Responsible for coordinating the planning, design and construction of all construction projects for Texas State University.

**Examples of Duties**
Supervise development of preliminary plans, contract documents, bidding and construction of all construction projects.
Monitor office and project budgets.
Supervise staff and evaluate staff performance.
Monitor efforts of contractors and consultants.
Evaluate contractor bids.
Coordinate meetings between stakeholders and architect team.
Delegate project inspection, shop drawing/submittal review, and architecture/contractor/consultant review of payment request.
Monitor campus master plan.
Monitor construction projects, construction, and construction documents for conformance with codes, laws and ordinances.
Analyze contractor and A/E claims for validity.
Develop strategic plan for Campus Construction.
Provide adequate training opportunities for staff.
Evaluate and resolve disputes.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** symbols used in preparation of contract documents; of construction terminology; of construction standards, codes, laws, and regulations; of engineering principals and standards; of contract law.

**Skill in:** effectively directing the work of others and in motivating people; in establishing rapport with a variety of clients, in mediating disputes; in evaluating contractor costs.

**Ability to:** read blueprints, specifications, codes, regulations, and written correspondence; to write technical documents, reports, correspondence; to maintain fiscal data, calculate fees, and contractor estimates; and to read architectural, civil, mechanical, plumbing and electrical drawings.
**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
Must be a licensed Architect.