Construction Project Manager

Job Code 00001533

General Description
Responsible for providing management and direction in assisting facilities users and design professionals with their programs, planning, contract administration, and construction observations of facility constructions projects.

Examples of Duties
Coordinate planning, design, bidding and construction process to assure conformance with university standards, laws, codes, and regulations have been incorporated in the contract documents.
Review architect and engineering designs for conformance with campus standards, industry standards, and applicable codes.
Confirm that consulting engineering firms have been selected, contacts and instruction issued.
Participate in substantial completion inspections with Senior Construction Inspector, contractors and A/E.
Assist construction inspectors as they review contractor shop drawings and submittals.
Make recommendations regarding change proposals and justification.
Meet with A/E, contractors, users and others to review status of constructions project.
Coordinate planning development with groups on and off campus.
Review campus master plans for utility, traffic, landscaping, roadway and parking needs to verify projects and conformance.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: design principles and planning, bidding; interpretation of drawings and specifications; symbols used in preparation of contract documents; construction terminology; construction materials, standards, codes, laws, and regulations; engineering principals and standards; of contract law; computers; campus buildings, utilities, streets, and drainage ways.

Skill in: effectively directing the work of others and in motivating people; establishing rapport with a variety of clients; evaluating contractor costs; work as a team member; problem solving and decision making; coordinating planning development with groups on and off campus; public speaking.

Ability to: read blueprints, specifications, codes, regulations, and written correspondence; understand contract documents, codes, standards, change proposals and orders, requests for information, architect instructions, and contractor’s questions; troubleshooting; write technical documents, reports, correspondence; maintain fiscal data, perform calculations, and contractor estimates; read architectural, civil, mechanical, plumbing, and electrical drawings; negotiate.
**Educational Experience**
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**