



Human Resources

Job Title: Project Manager	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: Director, Master Planning and Construction	Location:
Department: Master Planning and Construction	Division:
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade:

PRIMARY PURPOSE OF POSITION

Oversees the effective management of capital projects through all phases: planning, design and construction. Act as liaison for other department personnel, University departments, outside consultants and construction professionals in support of capital projects and university physical development. The incumbent will manage projects, coordinate work between University and consultant delivery teams and coordinate other related work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Effectively manage capital construction projects to deliver them within the specified timeframe and approved budget. Coordinate all University logistics with impacted internal stakeholders to minimize any interruption of University operations caused by project construction.
- Conduct thorough reviews of design documents for compliance with University Standards and identification of constructability and building code issues. Develop preliminary construction cost budgets including cost of the work, soft costs and contingencies for escalation and unforeseen expenses. Manage project and university resources in an appropriate manner – value engineering and scope control.
- Construction site coordination and communication between External Project Manager (PMx) and University personnel. Provide quality review of the construction site and document and track resolution of all issues of concern for distribution to design, engineering and construction professionals when appropriate.
- Report variances and recovery plans for schedules and budgets on a monthly basis. Develop solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
- Create and implement long and short term goals that strategically support growth and/or change.
- Coordinate campus signage program to complete annual updates as well as accommodate individual requests as submitted by the University community.
- Coordinate space management policy and procedure and complete annual update to space records based on changes completed throughout the year.

- Administration of the electronic project management system, Smartsheet, that supports the capital project process.
- Other duties as assigned.

QUALIFICATIONS

Bachelor's degree in architectural, engineering, construction management or equivalent with relevant background and experience and a minimum of seven years' experience in project management of commercial construction projects, higher education experience preferred. Incumbent must have experience developing detailed project budgets, performing construction document reviews, conducting inspections and coordination with delivery teams and user groups. Additional work experience can be substituted for educational requirement. Demonstrated knowledge of roofing, waterproofing and damp proofing, construction means and methods, uniform building and life safety codes, ADA/TAS, engineering principles, construction performance standards and OSHA requirements. Must possess an unencumbered driver's license and the ability to successfully pass a criminal background check.

WORKING CONDITIONS

SCHEDULE: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

PHYSICAL REQUIREMENTS

The expectations listed below are representative of the abilities that may be needed to fulfill duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
- Physically able to spend significant time reading both on paper and on a computer.
- Ability to travel by car and plane for University business. Ability to drive.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: General supervision is received by the Director, Master Planning and Construction

SUPERVISION EXERCISED: None

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons.
- The ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
- Has advanced knowledge of Microsoft Office, Smartsheet, and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
- Either knowledge of existing Project Management Software or the ability to quickly learn new software programs is highly desirable.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness, and future focus.
- Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
- Ensures contract Management policies, procedures, and best practices are followed.
- Carry out all responsibilities and objectives in professional manner.
- Accept and render constructive criticism in a professional manner.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
- Adhere to the policies and procedures established by St. Edwards University.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
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Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>