

## **PROCESS**

Issued: November 17, 2010

## **PURPOSE**

Project Managers within Facilities Management develops facility projects, both renovation and new construction, to support the University's Capital Improvement Program, from initiation stage through planning, design and construction. Manages and coordinates the activities of a designated project with a specific timeframe and funding amount to ensure that goals or objectives of the project are accomplished within specified timeframe and funding parameters.

## **DUTIES**

- Develops conceptual plans and budgets for facilities projects to support fiscal decision-making.
- Coordinates with proponent groups and building committees to facilitate rational facility planning, budgeting, and scheduling.
- Develops planning documents for initiation of projects to gain approval at University and Regents level.
- Prepares requests for proposal and conducts all necessary meetings to facilitate hiring architectural and construction management services.
- Monitors and reports on all phases of planning and construction to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.
- Coordinates all parties involved in the planning, design, and construction process by assigning tasks and providing guidance for specific functions.
- Develops and maintains facility project budgets.
- Coordinates with University Evaluation Committees to develop recommendations for selection of professional services.
- Conducts pre-construction meetings, reviews bids, and recommends award of contract.
- Prepares construction contracts and monitors their execution and distribution.
- Prepares contract change orders and monitors their execution.
- Reviews contract plans and specifications for compliance with appropriate building codes and project requirements.

### **DUTIES (Cont)**

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- Receives pay requests from professional consultants and contractors and approves for payment.
- Monitors and facilitates resolution of construction contract disputes and claims.
- Prepare project reports and controls expenditures in accordance with budget allocations.
- Coordinates with facility occupants and assists the move-in to new facilities.
- Assists in development, implementation and maintenance of new and existing standards of practice for project management activities with the University System.
- May prepare or participate in the preparation of abstracts, research reports, funding proposals, operations and procedure manuals and other written material and documentation as required.
- Ensures effective, timely written and oral communication with consultants and internal customers during all phases of design and construction.
- Performs other job-related duties as assigned.

### **REQUIRED SKILLS**

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- Knowledge of facilities planning and construction management processes and procedures.
- Knowledge of estimating, budgeting, and scheduling practices.
- Knowledge of current status of costs of new construction, escalation factors, and market trends.
- Knowledge of building codes and standards of practice.
- Knowledge of laws governing construction contracts and contracting.
- Knowledge of construction materials and methods.
- Knowledge of supervisory practices and principles.
- Skills in reading and interpreting plans and specifications and to compare them with construction progress.
- Skills in both verbal and written communications.