

## FACILITY PROJECT MANAGER I \*

### **Function of Job:**

Under the general direction of designated supervisor, plan, develop and oversee the completion of assigned small to medium-size facility repair and/or renovation and alteration projects.

### **Characteristic Duties and Responsibilities:**

1. Project Planning: Meet with customer; determine required scope of work; estimate project cost, including design, construction, telecommunications installation, furniture and equipment, moving and all other related expenses.
2. Design Preparation: Prepare plans and specifications or direct preparation by others; insure compliance with applicable building codes and construction standards; select materials and finishes and assemble plans, specifications and general conditions into coordinated bid package.
3. Design Contract Management: Administer contracts with outside consultants when used to prepare plans and preparations.
4. Construction Contract Management: Insure contractor's work conforms to contract requirements; direct rework as necessary, resolve technical issues, and negotiate cost of changes in work and approve invoices for payment.
5. Project Management: Schedule, initiate and manage all efforts necessary to complete project, including telecommunications equipment and systems, furniture, move-in, etc.
6. Supervision: Supervise staff, including hiring, training, evaluating and scheduling.
7. Financial Management: Initiate purchase orders, track project expenses against budget, identify and resolve problems in financial records and contractor payments.
8. Communications: Keep recipient of services and others advised of project progress.
9. Analyze existing facility conditions, identify deficiencies and recommend corrective measures and estimated costs.
10. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Associate's degree in construction technology, building science or related field and six years of related experience as manager for building renovation or alteration project, or Bachelor's and four years of experience, or combination of education and experience equal to eight years.
2. Knowledge of construction materials, means and methods.
3. Familiarity with building and life safety codes.
4. Excellent written and oral communication skills.
5. Ability to wear/use personal protective equipment as needed on construction site.

### **Additional Desirable Qualifications:**

1. Bachelor's degree in science, engineering, architecture, or related field.
2. Experience in a college/university setting.

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System Approval

8/11/00

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised - original approved 6/24/82 and revised 8/24/82 as "Construction Project Representative I".