

FACILITY PROJECT MANAGER II *

Function of Job:

Under the general direction of designated supervisor, plan, develop, design and oversee the completion of assigned repair, renovation, and new construction projects; coordinate and manage all aspects of large projects which include complex systems and/or require over a year for completion.

Characteristic Duties and Responsibilities:

1. Project Planning: Direct meetings with architects, engineers, contractors, and campus administrators to develop project programs and schematic designs; prepare cost estimates and requests for funding.
2. Design Preparation: Establish schedules and monitor progress; review design progress submittals for compliance with user needs, applicable codes and university standards; and assemble final design, specifications, general conditions and other contract documents into a coordinated bid package.
3. Design Contract Administration: Select qualified design firms to prepare project designs; negotiate fees and perform tasks necessary for proper contract administration.
4. Construction Contract Administration: Direct efforts of project team during project construction; oversee inspections to insure work conforms to contract requirements, resolve technical issues and negotiate contract changes; maintain proper documentation; direct rework as necessary, and accept completed work for university.
5. Financial Management: Manage projects with multiple fund sources; approve invoices; track overall project financial status and maintain end-of-job cost forecasts.
6. Project Management: Schedule, initiate and manage all efforts necessary to complete and occupy new or renovated facilities.
7. Communication: Advise on project schedule and status, coordinate construction activity with campus events, and prepare and present financial status reports to senior administrators.
8. Supervision: Supervise staff assigned to project; coordinate and direct the efforts of project team, including architect, engineering consultants, construction contractor, and project managers assigned to sub-elements of large projects.
9. Analyze existing facility conditions, identify condition deficiencies and non-compliance with building and life safety codes, and recommend corrective measures, including cost estimates.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in engineering, architecture, or related field and four years of related experience as manager for building construction, renovation or alteration project.
2. Experience with contract administration.
3. Knowledge of construction materials, means and methods.
4. Familiarity with building and life safety codes.
5. Excellent written and oral communication skills.
6. Ability to wear/use personal protective equipment as needed on construction site.

Additional Desirable Qualifications:

1. Formal training/education in construction and/or contract management.
2. Registration as a professional engineer or architect.

8/11/00

System Approval

8/11/00

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 7/9/76 as "Assistant Director of Physical Plant Development" and revised 9/21/81 as "Coordinator – USNH Facilities Planning/Information and Systems" and 3/15/94 as "Assistant Manger – Capital Construction."

