

FACILITY PROJECT MANAGER III

Function of the Job:

Under the general direction of designated supervisor, plan and oversee all aspects of the completion of large capital construction projects which may include highly complex systems, multiple phases and/or several contract to complete and supervise staff assigned to the projects.

Characteristic Duties and Responsibilities:

1. Project Planning: Direct meetings with architects, engineers, contractors and campus administrators to develop project programs and schematic designs; establish project schedules and budgets; prepare cost estimates and requests for funding.
2. Design Preparation: Establish schedules and monitor progress of project design; coordinate design of all sub-elements; review design progress submittals for compliance with user needs, applicable codes, and University standards; assemble final design, specifications, general conditions, and other contract documents into coordinated bid packages.
3. Design Contract Administration: Assist in the selection of consultants for assigned project, the negotiation of appropriate fees, and recommendation of approval of individual contracts.
4. Construction Contract Administration: Direct efforts of project team, including contractors, designers, and project managers; resolve conflicts; interpret contract requirements, and insure proper documentation.
5. Financial Management: Establish purchase orders, approve all invoices, manage multiple fund sources and maintain up-to-date financial records and end-of-job cost forecasts.
6. Project Management: Initiate and manage all efforts necessary to complete, outfit and occupy finished projects, including the preparation of monthly status reports.
7. Assist in the formulation of annual long-range capital plan updates for the campus.
8. Coordinate all project activity with campus entities and activities; present project status updates to senior administrators.
9. Supervise and direct efforts of assigned project managers; assign sub-elements; prepare workload and staffing projections.
10. Perform other related duties as assigned.

Minimum Acceptable Qualifications

1. Bachelor's Degree in science, engineering, or architecture and seven years significant experience in the management of facility projects, including five in a supervisory capacity.
2. Experience in managing multiple contracts and contractors to complete complex, multi-phase building and infrastructure projects.
3. Excellent knowledge of construction means, methods, safety standards, and job-site management.
4. Understanding of and able to apply construction management principles, including scheduling, financial management, sub-contracting, bonding, and insurance.
5. Familiar with and able to interpret applicable building codes, safety standards, environmental protection regulations and accessibility standards.
6. Excellent oral and written communication skills required, including the ability to prepare formal correspondence, run large meetings, and facilitate problem solving among multiple disciplines, and experience in preparing and delivering formal presentations.

7. Able to apply PERT and CPM scheduling techniques to develop project schedules and to analyze contractor requests for time extensions.
8. Able to wear/use personal protective equipment as needed on construction sites.

Additional Desirable Qualifications:

1. Graduate education in construction management, engineering, or business.
2. Registration as a PE (Professional Engineer) or RA (Registered Architect).

03/12/2001
System Approval

03/12/2001
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.