

## MANAGER - CAPITAL CONSTRUCTION\*

### **Function of Job:**

Under administrative review of designated administrator, to be responsible for construction management of all major capital construction projects.

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

1. Meet with architects, engineers, contractors and college/university administrators to participate and advise on project programming, planning and design development; to review project progress/contractor performance; and to discuss key issues and resolve problems.
2. Evaluate bid/cost change proposals.
3. Review/critique contractor submittals, shop drawings and architectural/engineering design drawings/specifications for compliance/conformance with project objectives, college/university standards, design requirements, technical sufficiency, completeness and clarity.
4. Negotiate construction issues with contractors and prepare technical/contractual provisions for construction project specifications.
5. Prepare final construction contracts.
6. Review/approve construction progress payments ranging in scope from \$10,000 to \$1 - 2 million.
7. Assure quality control of work and validate compliance with design documents, building/life safety codes and industry standards.
8. Correspond with appropriate engineers, architects, surveyors, contractors, attorneys, college/university administrators and other professionals, as necessary, and coordinate construction interface with affected college/university agencies.
9. Assure the documentation of contractor performance, design changes, material submittals and record drawings.
10. Pursue fulfillment of contract warranties, as necessary.
11. Hire, evaluate and direct activities of assigned professionals and support staff.
12. Perform other related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in Architectural, Civil or Mechanical Engineering and seven years of related experience in the management of building projects (five of which in a supervisory capacity) including functional programming, design and construction.
2. Excellent communication skills, both oral and written.
3. Experience in contract negotiation, cost estimating and preparation of contractual documents.
4. Knowledge of construction industry specification standards, building and life safety codes.

3/15/94  
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System Approval

3/15/94  
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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.**

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\* Revised - original approved 10/11/76 as "Associate Director of Physical Plant Development" and revised 9/21/81 as "Manager - USNH Construction Project Administration".