

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PROJECT MANAGER CONSTRUCTION AND DESIGN

Reports To: Designated Supervisor

UW Job Code: 3021

UW Job Family: 3E – Engineers/Research

SOC Code: 11-9021

FLSA: Exempt

Pay Grade: 23

Date: 3-12-13 (revised 12-1-03; 7-1-04; 12-20-07)

JOB PURPOSE:

Coordinate, supervise, and evaluate all functions related to construction projects including but not limited to: University Planning Teams, contracted architectural and engineering firms, construction contractors, construction managers, quality control contractors, regulatory agencies, and University personnel related to construction operations and all other entities directly or indirectly related to the planning, design and construction process; and provide professional expertise.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and coordinate construction projects involving major renovations and/or alterations to campus buildings; evaluate ongoing and potential workloads related to assigned projects; prioritize work on assigned Physical Plant projects.
- Assist with the development, review and approval of design and construction documents for compliance with codes, specifications, regulatory requirements and planning documents as well as compatibility with University guidelines.
- Serve as liaison among Physical Plant departments, campus departments and external contractors for coordinating and scheduling assigned construction projects.
- Visit work site to determine necessary resources; supervise, manage and evaluate work and personnel performance, as directed; coordinate and manage work of construction-contracted staff through bid specification procedures, as directed.
- Interpret statutes to develop and coordinate construction documentation applicable to construction projects.
- Prepare estimates and budgets for construction projects, as assigned.
- Some positions may organize, chair, guide and facilitate the action of the University Capital Planning Committees throughout the planning, design and construction processes, as directed.

- Evaluate completed projects, complete analysis of materials and labor costs versus project estimates; prepare reports and documentation as required.

SUPPLEMENTAL FUNCTIONS:

- Coordinate, discuss and resolve operational, financial and personnel concerns with supervisor, as necessary.
- Maintain public relations and image of Physical Plant operations with the University community and the public.
- Assist in the development of organizational policy relative to campus planning, design and construction.

COMPETENCIES:

- Strategic Planning
- Work Prioritization & Management
- Quantity of Work
- Meeting Facilitation
- Delegating Responsibility
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Construction drawings, blueprints, sketches, diagrams, and specifications.
- Architectural design and planning principles and procedures.
- Basic routine and advanced construction drawings, blueprints, sketches, diagrams, and specifications.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials and equipment.
- Applicable university, state and federal regulations, policies and procedures.
- Federal, state, and local codes and ordinances pertinent to construction and maintenance.
- Building repairs and maintenance.
- Project management principles, practices, techniques, and tools.
- Computer-based job-estimating system.
- Budgeting, cost estimating, fiscal management principles and procedures.
- Customer service standards and procedures.

Skills and Abilities to:

- Read, interpret and work from advanced sketches, blueprints, specifications, and construction drawings.
- Enforce safety procedures.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely both orally and in writing.
- Maintain effective supervisory relationships.
- Determine labor, equipment, and material costs on projects.
- Work as a team member and foster a cooperative work environment.
- Gather data, compile information and prepare reports.
- Prepare budgets and perform fiscal management.
- Maintain thorough and accurate records.
- Direct and train staff, including organizing, prioritizing, and scheduling work.
- Coordinate and/or supervise independent contractors.
- Resolve customer complaints and concerns.
- Work effectively with a wide range of constituencies.

WORKING CONDITIONS:

Standard office and construction site environments. Regular exposure to construction site hazards, subject to noise, fumes, dust, electrical, chemical and mechanical hazards constantly.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.