

**University of Nebraska Central Administration**  
**Job Description**

**General Information**

Working Job Title: Project/Construction Manager	Job Family: Facilities, Planning, & Capital Programs	Job Family Zone: Specialist
Position Number:	Department Name: Facilities Planning & Construction	SAP Organization Unit Number: 50010554
Employee's Name:	Date of Last Update:	Title of Supervisor: AVP
SAP Personnel #:	Last Updated By:	Name of Supervisor: Brooke Hay

**Position Summary**

The Project/ Construction Manager (P/CM) is the University's owner's representative and facilitates the delivery of projects including planning, design, construction, occupancy, and warranty for new and modified University facilities. The P/CM will effectively complete projects within the specified project requirements, schedule, budget, and programmatic purpose. Successful projects are achieved through active P/CM leadership and stakeholder partnering. Assigned projects will vary in scope and include complexities requiring initiative, communication, risk management thinking, and problem solving as well as knowledge of multifaceted design and construction issues and specialties. P/CM works as part of a creative team to deliver the vision of client and campus stakeholders. This P/CM position will work primarily out of the department's Kearney office.

**Duties & Responsibilities**

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested. This list describes major responsibilities::	% of Time	Essential Functions
<p><b>Project Management</b>            Manage a program of multiple projects. Plan and organize time and workload to accomplish tasks and meet timelines. View projects from clients' and stakeholders' points of view. Operate within procurement and budget constraints and obtain approvals when required.            Provide project management services for assigned projects in all phases including planning, programming, schematic design, design development, construction documents, bidding, construction, warranty and closeout. Assemble information and guide establishing scope, schedule, cost, and quality of projects. Prepare accurate and realistic project estimates/budgets including resource needs and time to complete project elements. Primary responsibility for all aspects of projects from concept to occupancy. Establish the level of professional services and project delivery method to meet project requirements. Apply knowledge of site, building systems, materials, codes and regulations, and design practice to assess project requirements and develop project documents and select appropriate materials and furnishings as required to fulfil stakeholder(s) vision, programmatic needs, and facility requirements. Prepare plans, specifications, contracts and other documents as needed for procurement efforts, project work, and project records. Manage and direct all activities throughout the project including financial, procurement, contractual, logistics, notifications, and compliance. <b>Monitor project progress and resolve problems.</b> Overview work in order to ensure accuracy, timeliness and high quality. Coordinate necessary approvals by Board of Regents, Coordinating Commission for Post-Secondary Education, and other state entities. Provide required reporting items to the same. Perform ongoing and comprehensive observation and evaluation of all aspects of the project to ensure timely prevention, identification, and resolution of all issues requiring changes and/or modifications. Provide detailed construction administration services including review of shop drawings, pre-install and construction coordination, creation and resolution of Punch List, review and assignment of warranty items and claims. Obtain complete record drawings and all documents for project closeout.</p>	35	*

<p><b>Communication and Team Building/Coordination</b>  Build a cohesive project team and move the team through project steps, processes and roadblocks. Coordinate and maintain mutually effective working relationships with all stakeholders and partners, both internal and external to the University. Proactively communicate with stakeholders. Mitigate and resolve conflict. Enable the team to work collaboratively and perform optimally. Ensure the timely and accurate sharing, coordination, presentation, and reporting of all project information between campus clients, consultants, contractors, vendors, management, and other stakeholders. Obtain concurrence and ratify project progress with all participants to assure project success.  Conduct or participate in regular project meetings with architects, engineers, contractors, campus clients, and others while delivering a project. Ensure key meetings, discussions, and decisions are documented accurately and contemporarily.  Monitor and provide ongoing evaluation and feedback of work to architects, engineers and consultants; coordinate reviews by all impacted parties and provide vetted comments to the project team; check for and ensure incorporation of comments into documents. Monitor construction progress through regular on-site visits/ observations to ensure compliance with construction drawings, specifications, safety and other standards and expectations. Hold vendors accountable for meeting all contractual obligations in a timely and professional manner. Post ongoing status updates on monthly reports as an efficient way to communicate and coordinate with administration and partners. Keep supervisor apprised of progress, concerns, and any issues.</p>	20	*
<p><b>Project Analysis and Strategic Thinking</b>  Forecast and evaluate multi-faceted design and construction issues, risks and progress to make recommendations or corrections in the best interest of project stakeholders.  Create, review and interpret proposed project materials for appropriateness, required function and/or institutional standard, and initiate or make revisions where appropriate.</p>	20	*
<p><b>Management of Project Finances</b>  Ongoing management of project budgets, commitments and expenditures. Monitor the fiscal status of projects for budgetary control and accuracy. Reconcile the budget and accounting items.</p>	20	*
<p><b>Flexibility and Other Duties</b>  Participate in department-wide and division-wide process improvement initiatives. Complete design reviews and other project support for others' projects. Fulfill other duties as needed for the success of the University.</p>	5	

## Zone Definition Factors

### Nature/Complexity of Work

Work is varied and complex. P/CM operates at the delegation of the Board of Regents and in support of the University mission so contains significant responsibility. Requires professional judgement, ownership, and integrity. P/CM is part of a greater team so support is an integral part of the position.

### Problem Solving/Decision-making

Decisions and problem solving require gathering and reviewing information from multiple sources; synthesizing, analyzing, and interpreting information; creativity; considering consequences; and applying broad concepts and experience. Must make consistent, well-informed and sound decisions and handle unplanned or unprecedented items. Involve other stakeholders as needed, convey big picture and details, and provide recommendations. Considerations include campus client needs, situational opportunities and constraints, professional best practices, University standards, policies, and procedures, and other applicable factors. Timely action is imperative.

### Strategic Impact

Actions and decision in this position exert broad and continuing impact. Errors reflect unfavorably on the University and may have adverse impact on finances, functions, and operations.

### Know How

Comprehensive understanding of planning, design, construction, use and functionality required to create complete projects. Must be capable with design tools, contracts, and construction administration. Work requires forethought, cooperation, and autonomy.

## **Interactions**

Regular contact involves giving and obtaining information, exchanging advice and opinions, conveying ideas, and making recommendations. Project may contain critical and long-term nature items. Contact with many parties, both internal and external to the University. Address multiple and sometimes competing or conflicting needs, priorities, and goals. Requires use of courtesy, tact, discretion/ confidentiality, judgement, timing, and persuasion.

## **Leadership**

Conducts work with the knowledge that the overarching stakeholder is the public. Aware of all stakeholders impacted by the work. Knows they are ultimately accountable to the Board of Regents. Takes ownership of assigned projects and deliverables. Embraces the mission, vision, and values of FP&CP and the University. Works with a sense of urgency. Displays passion for excellence. Leads projects by establishing direction, aligning/motivating people, and inspiring success. Understanding of when supervisor notification is required.

## **Supervision**

This position exercises functional Supervision over projects assigned as the primary point of contact and project leader.

Supervision Received: Support, regular interaction, and general direction by direct supervisor. Establishes own work schedule to achieve program objectives. Project stakeholders (client departments, University partner departments, outside agencies and contractors, etc.) provide ongoing and daily evaluation and feedback. By the nature of the work, the campus community, media, and the public are sometimes made aware of and evaluate work. The position supervisor is periodically made aware of general project status, which allows for administrative reporting as needed, and allows the project manager to focus on and serve the needs of their assigned project(s), rather than the reporting. The position supervisor provides feedback throughout the year and final assessment of overall performance at least once a year.

## **Qualifications and Attributes**

### **Required Qualifications:**

Bachelor's degree in architecture, engineering, construction management.

Two (2) years of experience delivering successful small to medium scale capital construction projects

Demonstrated proficiency in Microsoft Office suite of software programs (Excel, Word, Access, PowerPoint, MS Project)

Demonstrated knowledge and basic skills with 2D and 3D design with an eye for attention to detail.

A valid driver's license is required to drive a university vehicle for campus visits.

### **Preferred Qualifications:**

Experience with an architecture/engineering consulting firm.

Demonstrated proficiency in REVIT, 3D design, or AutoCAD.

Prior work experience as an Owner's Representative.

Demonstrated experience with large scale and complex projects.

Demonstrated experience with project or campus planning, classroom design, and/or cost estimating.

Experience using project management systems.

Demonstrated proficiency in Sketchup and/or GIS.

### **Preferred Licenses/ Certifications:**

Registration /licensure as an architect or professional engineer or the ability to obtain registration/licensure.

Equivalent combination of education, experience, that provides the required knowledge, skills, and abilities may be considered. Scope and years of experience are used to determine compensation within the salary range.

Ideal candidate will have verbal and written communication skills that clearly, concisely, and effectively delivers simple and complex information, adapting to the audience appropriately; the ability to learn, use, and teach others on new technologies; professional skills in a wide array of project planning and resource management; and exhibit intuitive and learned problem solving skills.

## Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours									Indicate intermittent or constant	
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	X	_____
Stand	0	1	2	3	4	5	6	7	8	X	_____
Walk	0	1	2	3	4	5	6	7	8	X	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	X	_____

Explain: Normal office conditions in addition to: irregular and extra hours as needed for project oversight and coordination, periodic travel associated with projects, exposure to construction sites and facility locations, climbing of ladders to complete field condition assessments and inspections

### 2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X	_____	_____
Bending	X	_____	_____
Kneeling	X	_____	_____
Reaching	_____	_____	_____
> Overhead	X	_____	_____
> Forward	X	_____	_____
> Low	X	_____	_____
Twisting	X	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
> Ladder	X	_____	_____
> Stairs	X	_____	_____
> Other	_____	_____	_____
Walking on rough ground	X	_____	_____
Exposure to changes of temperature/humidity	X	_____	_____
Exposure to dust/fumes/gases/chemicals	X	_____	_____
Being near moving machinery	X	_____	_____
Working from heights	X	_____	_____

As needed for project assessments and construction observation.

### 3. THIS POSITION REQUIRES EMPLOYEE TO:

	Indicate letter in appropriate Space:			
	Less than 2 hrs daily	LIFT=L Up to 2 hrs daily	CARRY=C Between 2-5 hrs daily	PUSH=P Over 5 hrs daily
11 - 24 lbs	L,C,P,PL	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

\* If the position requires the employee to handle over 50 lbs - please explain

### 4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	X
Filing	_____	_____	_____
Other Explain:	Position requires daily digital project documentation, updating & communications for multiple ongoing projects as assigned		

### 5. THIS POSITION:

X REQUIRES ATTENDANCE AT THE WORKPLACE or  IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEENTS (request forms required) **And is considered:**

ESSENTIAL or  NON-ESSENTIAL (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)

Summary:	Zone Assignment= Specialist	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	
Supervisor:	Brooke Hay	
Administrator:		

### Supplemental Questions:

1. What Bachelor's degree do you have?
2. Do you have advanced degrees? (Y/N)  
(If yes) Indicate what type.
3. Are you a Registered Architect? (Y/N)  
(If yes) Indicate whether in Nebraska or if not, comment on the planned process to do so if selected.
4. Are you a Licensed Engineer? (Y/N)  
(If yes) Indicate whether in Nebraska or if not, comment on the planned process to do so if selected.
5. Do you have experience working on a large university or institutional campus? (Y/N)  
(If yes) Is that experience as a consultant or in-house employee?
6. Do you have design experience with an architecture/engineering consulting firm? (Y/N)  
(If yes) How many years?
7. How many years of experience do you have managing design and construction projects?
8. Have you designed projects? (If yes) Provide a list of the last three projects you have designed with a brief description of the scope of work.