POSITION TITLE: Director of Project and Construction Management

JOB CLASS: Administrator

SUPERVISOR: AVP Facilities Management

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: DEPARTMENT: Facilities

POSITION OVERVIEW:
To identify facilities renewal and replacement needs, estimate the cost associated with these projects, develop a proposed schedule for completion of these projects, work with campus leadership to understand scope of requested facility improvements and new construction projects, manage the process of improvements and construction including development of scope, plans, budget, contracting, construction management and project close out.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
A minimum of ten years of field or project management experience with strong emphasis on commercial construction, project management, project process management, renewal and replacement projects, understanding local codes and process, project budget development and management, customer relations and communications. Bachelor’s degree in engineering or construction management required. Equivalent direct experience will be considered.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
A. Involve staff of facilities management to identify and record facility renewal and replacement needs and develop cost estimates.
B. Work with members of the campus community to identify facility renewal and replacement needs and develop cost estimates.
C. Work with senior administrators to understand requested facility improvements and develop cost estimates.
D. Maintain the campus five year rolling renewal and replacement assessment, cost estimation and reporting format.
E. Develop recommendations regarding which renewal and replacement projects are to be completed in each fiscal year a rolling five year cycle.
F. Assist in maintaining the Facility Capital Funding Matrix for the DeLand Campus and Center at Celebration.
G. Develops scope of renewal and replacement and improvement projects with input from Facilities Management staff.
H. Engages engineers and or architects to develop design and scope documents. Verifies that scope is consistent with codes of authority having jurisdiction.
I. Secure cost of projects from selected contractors using design and scope documents.
J. Makes adjustments to Capital Funding Matrix.
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K. Develops contract documents with selected contractors and vendors.
L. Presents contracts for signature to Associate Vice President Facilities Management.
M. Creates schedule for project, coordinates schedule with contractors, appropriate departments on campus and effectively communicates with the campus community.
N. Supervises all projects to ensure scope is adhered to, schedule is followed, and project stays within project and communicates with campus community during project.
O. Acts as the Owners Representative on all projects, attends projects meetings, verifies and negotiates requested change orders, provide inspections of work in progress, works with contractor regarding schedule and communicates with campus community regarding changes in schedule. Assist contractors in completing the project on time and within established budget.
P. Inspects work in progress, developing punch list for contractors and assure punch list are completed.
Q. Signs off on final completion of project.
R. Coordinates turn over from contractor to Facilities Management staff and campus customers.
S. Assure that technical manuals are submitted and filed in technical library within Facilities Management.
T. Assist Facilities Management Manager of Administrative Services in verification of applications for payment. Supports Manager of Administrative Services and the Budget Office as requested regarding answering questions and other requests regarding project budgets.
U. Provides similar coordination and management of new construction projects and significant expansion and renovation projects. Works with the Cabinet in the development of new construction, expansion and major renovation projects.
V. Adheres to following process for new construction, expansion and major renovation projects to assure that the stated scope is incorporated in the plans and the funding for the projects is estimated professionally.
   1. Engage architects and engineers to work with senior administration to develop scope, design, and engineering that meets the stated goals of the senior administration.
   2. Engage an independent, professional cost estimation firm to develop comprehensive project cost estimates.
   3. Develop with assistance of Associate Vice Presidents of Budget and Facilities Management the endowment required to fund the cost of facility renewal and operating cost of new building.
   4. Create spreadsheet that includes inflation of four percent annually for each year from date original budget estimate was developed for the project above.
W. Support the selection process of the architects, engineers and general contractor for the project.
X. Provide services as Owners Representative as included above
Y. Maintain strong working knowledge of process the authority having jurisdiction requires for project approval, inspection and project certificate of occupancy. Communicate this process to all constituents involved in the projects.
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Z. Maintain strong knowledge of recognized standards of good practice, relevant codes and regulations involving project scope and construction management.

AA. Maintains technical library at Facilities Management, assuring required data for campus facilities is maintained in orderly fashion, including; drawing, as built drawings, blue prints, surveys, etc.

BB. Provides Associate Vice President Facilities Management with weekly project updates and provides information as requested.

CC. Performs assignments as directed by Associate Vice President of Facilities Management.

DD. Abides by, and complies with University policies and procedures.

EE. Performs other site and position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:

Ability to effectively communicate with a wide range of constituents including; members of the board of trustees, President, senior administrators, facilities management staff, architects, engineers, cost estimators, staff of authority having jurisdiction, attorneys, etc. Functional literacy in software used in construction planning and management, Excel, Word, Power Point, Email, Windows platforms, etc. The Ability to effectively work in an environment that is subject to frequently changing priorities. Ability to understand blueprints and technical documents and determine if scope of project is addressed adequately by same. Comprehensive knowledge of building maintenance and operations. Working knowledge of OSHA requirements, NFPA, local life safety codes, and local ordinances regarding development.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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