

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, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3022

UW Job Family: 3E – Engineers/Research

SOC Code: 11-9021

FLSA: Exempt

Pay Grade: 25

Date: 3-21-13 (revised 3-1-08)

JOB PURPOSE:

Manage the operational and personnel activities of campus-wide construction projects and coordinate all phases of construction projects within Physical Plant, other departments, and/or outside sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the daily operational and personnel functions of the Physical Plant Project Team including the overall supervision and assignment of project management personnel.
- Evaluate ongoing and potential workloads related to projects; prioritize work on all projects.
- Serve as liaison with Physical Plant administration for coordinating and scheduling construction projects, personnel issues, and budgets.
- Assist in the development of organizational policy relative to campus construction; interpret statutes to develop and coordinate documentation applicable to construction projects.
- Evaluate completed projects, complete analysis of materials and labor costs versus project estimates; prepare reports and documentation as required.

SUPPLEMENTAL FUNCTIONS:

- Maintain public relations and image of Physical Plant operations with the University community and the general public.
- Attend conferences, classes and seminars, as directed.
- Train and serve as a knowledgeable resource for others.

COMPETENCIES:

- Attention to Detail
- Strategic Planning
- Work Prioritization & Management

- Individual Leadership
- Integrity
- Quality Orientation
- Technical/Professional Knowledge
- Initiative

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **4 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.
- Design and contract principles, processes and procedures in a construction environment as they pertain to a research university.
- Thorough understanding of the International Building Code (IBC), the Americans with Disabilities Act (ADA), state and local fire codes; and other applicable federal, state and local codes and regulations.
- Architectural design and planning principles and procedures.
- Occupational hazards and safety precautions of the trade.
- Applicable university, state and federal regulations, policies and procedures.
- Contract documents and specifications.
- Federal, state, and local codes and ordinances pertinent to construction and maintenance.
- Project management principles, practices, techniques, and tools.
- Computer-based job-estimating system.
- Budgeting, cost estimating, fiscal management principles and procedures.
- Management principles and practices.
- Customer service standards and procedures.

Skills and Abilities to:

- Read, interpret and work from advanced sketches, blueprints, specifications, and construction drawings.
- Enforce safety procedures.
- Communicate clearly and concisely both orally and in writing.
- Maintain effective supervisory relationships.
- Determine labor, equipment, and material costs on projects.
- Manage projects to meet multiple and potentially conflicting timelines.
- Gather data, compile information and prepare reports.
- Develop, plan, and implement short and long-range goals.

- Prepare budgets and perform fiscal management.
- Analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Direct and train staff, including organizing, prioritizing, and scheduling work.
- Coordinate and/or supervise independent contractors.
- Work effectively with a wide range of constituencies.
- Assess project strengths and weaknesses and make project improvements.

WORKING CONDITIONS:

Various in/outdoor environments; exposure to construction site hazards including, but not limited to noise, mechanical, electrical, and motorized equipment and vehicles.

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.