



**DATE ISSUED:** 02/16  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Project Manager for Planning & Design

### **JOB SUMMARY**

Assists with the performance coordination, and oversight of planning, design and physical plant maintenance projects. Provides project management and oversight of deferred maintenance and capital renewal programs. Assists with the preparation, submittal, and updates of the campus master plan, space planning, and all associated reporting requirements. Assists with project management and design review of most major construction and deferred maintenance project needs. Duties and responsibilities will cover Denton, Dallas and Houston as required. Works to integrate and manage OM and Life Cycle tracking of building systems. Work is performed under general supervision of the Director, Planning & Design Services and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Planning & Design Services

*Supervises:* No supervisory responsibilities

### **ESSENTIAL DUTIES** - *May include, but not limited to the following:*

- Assists in the coordination, oversight, solicitation, and procurement of professional consultant services and contracts for architects and engineers, including the preparation of request for proposals, invitation for bids, and related formal solicitation documents.
- Oversees the accomplishment and implementation of major & minor construction projects.
- Assists with the preparation of complex statements of work; plans and specifications, and solicitation documents and review of the same.

*Project Manager, Planning & Design*

*Date Issued: 02/16*

*FLSA: Exempt*

*PTO: VCS*

- Works collaboratively with others in the preparation of necessary documentation for contract award. Ensure Historically Underutilized Business (HUB) procurement conformance.
- Coordinates approval procedures with the Board of Regents (BOR), Texas Higher Education Coordinating Board (THECB) and other associated State agencies.
- Serves as the contract administrator/project manager on deferred maintenance construction projects accomplished by contract and for built-to-suit in-house projects.
- Assists in the development of policies, procedures, and standards to assure conformance with design criteria and compatibility with existing features.
- Assists in the coordination of project and material standards to be reviewed and approved by management. Plans, assigns, and manages activities of consultants, providing advice, instructions, and ensuring design accuracy and completeness.
- Assists departments in evaluation of needs, identification of priorities.
- Interprets and apply local life safety codes and standards to supervise project safety performance.
- Develops and update Project Status Reports/ Tracking Systems.
- Closes project accounts.

#### ***ADDITIONAL DUTIES***

- Inspects quality and quantity of materials, quality of workmanship and construction methods for deferred maintenance projects.
- Assures that deferred maintenance contractors establish and maintains a safe environment.
- Assures the accuracy of all reporting data.
- Manage production of preliminary layouts of spaces for proposed renovation, furniture, and equipment.
- Performs other duties as requested.

#### ***EDUCATION***

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

#### ***EXPERIENCE***

Six or more years of progressively responsible professional experience in planning, contract administration and technical supervision, and construction and project management. American Institute of Architects AIA, National Council of Architectural Registration Boards NCARB, Leadership in Energy and Environment Design LEED Certification, preferred.

## **REQUIREMENTS**

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

- Ability to organize and execute small and large projects.
- Technical writing skills sufficient enough to author contracts, specifications, reports, and general office, university or divisional policies and procedures.
- Working knowledge of complex and detailed technical contract language.
- Excellent interpersonal communicative and strong organizational skills.
- Good computer software skills including MS Word, Excel, etc.
- Advanced knowledge of NFPA Life Safety Code 101, ADA, planning & design, and construction.
- Production-level skills in computer aided drafting (CAD) and Building Information Modeling (BIM) are preferred.
- Experience with permitting, code compliance and local, state, and federal regulatory requirements.
- Ability to use a personal computer and other office equipment, including related university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

May be required to lift or move up to 50 pounds. May require long hours and weekends. The employee may be required to travel to remote work sites.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Daily exposure to PCs and networks. Work may also be outdoors in all types of weather conditions.

Project Manager, Planning &  
Design  
Date Issued: 02/16  
FLSA: Exempt  
PTO: VCS

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***