



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 05/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Construction Services

JOB SUMMARY

The Director is responsible for assisting the Associate Vice President with the University's aesthetic appeal, the structural and functional integrity of its facilities, and the sustenance of campus ambience, as it relates to buildings. This requires senior level professional expertise to coordinate the oversight of construction. Provides construction management oversight capital renewal and renovation programs. Assures construction program management and oversight of major construction, deferred maintenance, and in-house build-to-suit projects. Assures that all University construction and consulting services meet a 30 percent goal for HUB participation, and adheres to the University's quality requirements. Duties and responsibilities are relevant to the Denton, Dallas and Houston campuses. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President of Facilities Management and Construction

Supervises: Supervisor, Construction Services

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

- All work performed must be consistent with a level of quality and professionalism that requires only a cursory review by the AVP or other executive level management personnel and is not limited to the following:
- Assures the accomplishment of major construction projects and implementation of Master Plan initiatives for all campuses.
- Works with Director, Planning and Design on all projects.
- Reviews plans and specifications for accuracy, completeness of data, and compliance with existing codes, standards, and regulatory requirements.
- Assures accurate and timely constructability reviews to minimize change orders.

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- Conducts field inspections of work in progress to protect the University's investment in facility construction and renovation programs.
- Analyzes and directs action on behalf of the university relating to construction process, as relating to requests for information, submittals, change orders, etc.
- Assures the preparation of complex statements of work; plans and specifications, and solicitation documents and review of the same.
- Assures the preparation of construction request for proposals, invitation for bids, and related formal solicitation documents.
- Serves as the contract administrator/senior construction project manager on major construction projects accomplished by contract and for built-to-suit in-house projects under charge.
- Assists with the development and maintenance of policies, procedures, and design and construction standards to assure conformance with design criteria and compatibility with existing facility/campus features.
- Document steps taken to assure HUB participation, assure that all vendors do the same.
- Serves as advisor to the AVP and lead administrator for facility related code compliance and regulatory issues relating to construction and renovation.
- Responsible for ensuring construction projects are completed on time and on budget.
- Maintains JOC contracts and provides support and input on all JOC projects.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Assists with and assures the accuracy of data reported, and timely submission of all Board reporting requirements including presentation materials.
- Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Eight years of mid to upper level management with six or more years of progressively responsible professional experience in planning, contract administration, technical supervision, and construction and/or project management. Demonstrated experience in multi-tasking to include managing major projects/programs in multiple location and cities. Licensees/Certifications/Registration: Texas Professional Registration preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University.

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 with expected results.
- Advanced knowledge of and experience in permitting code compliance and design compliance with local, state, and federal regulatory requirements.
- Excellent oratory and technical writing skills sufficient enough to author contracts, specifications, reports, and general office, university or divisional policies and procedures.
- Ability to author and demonstrate a working knowledge of complex and frequently detailed technical contract language.
- Excellent interpersonal communicative and strong organizational skills.
- Good computer software skills including MS Word, Excel, AutoCAD, etc.
- Advanced knowledge of commercial and higher education construction, community development, and relevant statistical and research methods that relate to planning, execution and implementation of major capital renewal and renovation programs.
- Subject to exposure to inclement weather and extended periods of walking, lifting, standing, good vision, and hearing. Mobility is a must.
- 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. Work involves physical stamina requiring light to moderately heavy lifting (occasionally up to 50 pounds). May require long hours and weekends.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed primarily indoors in

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an office setting. The employee may be required to work outside on construction sites of all kind.

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.