



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 05/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Construction Services

JOB SUMMARY

Responsible for daily management and oversight of contracted, in-house build-to-suit, and capital renewal projects. Ensures successful performance, coordination, and oversight of renovation and construction. Inspects all phases of construction insuring adherence to all university standards and specifications. Works from technical drawings and specifications of construction projects, inspections are made with regard to quality, quantity of materials, installation methods used, and conformity to established university and recognized industry standards. Work is performed under general supervision 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, Construction Services

Supervises: No supervisory responsibilities.

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

- Manages all construction activity on the Denton campus.
- Oversees the successful completion major and minor construction projects and implementation of the Capital Improvement projects.
- Reviews and becomes completely familiar with all aspects of the plans and specifications for each project.
- Reviews and becomes completely familiar with all contract documents, including State of Texas Uniform General Conditions (UGC), Project Supplemental General Conditions (SGC) and TWU Special Conditions (SC), to ensure contractor compliance with documents.
- Coordinates procurement of construction contractors and other vendor services to assure university goals for the project are met.

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- Confers with design architects and construction engineering field representatives, and provides appropriate feedback.
- Uses initiative in making suggestions to improve construction projects.
- Assists in the coordination, oversight, and solicitation of construction contracts.
- Inspects and assures quality and quantity of materials, quality of workmanship and construction methods.
- Serves as the contract administrator/project manager on major and minor construction projects.
- Provides guidance to contractors and others, based on technical knowledge and experience, to ensure that facilities are in compliance with ADA regulations and Life Safety codes.
- Coordinates contractor' work and respective campus activities and policies; provides access to the work site, parking, availability of utility services and security.
- Assists in the identification of solutions for field problems and coordinates implementation with the Physical Plant, the design architect and/or contractor personnel.
- Coordinates mechanical, electrical and plumbing inspections by TWU inspectors.
- Coordinates utility shutdowns to avoid unexpected interruptions as necessary.
- Coordinates with and informs affected parties of necessary utility interruptions, potential noise, dirt and other likely interference with usual activities, ensuring the satisfaction of affected parties.
- Coordinates all in-house craft related activities (i.e. telephone installation, lock installation, etc.) or other necessities as applicable to a project.
- Recommends job and material standards to be reviewed and approved by management.
- Prepares daily written inspection reports.
- Leads construction and progress meetings as assigned.

ADDITIONAL DUTIES

- Evaluates contractor pay requests and recommendations for approval, modification, or disapproval.
- Conducts supporting review of contracts and change orders.
- Performs other duties as requested.

EDUCATION

Required - Associate Degree in Construction Management or Professional Certificates relevant to position, i.e. Certified Construction Manager (CCM), Certified Building Official (CBO) or the ability to obtain within one year. Bachelor of Science degree in Construction Management preferred.

EXPERIENCE

Ten years' experience managing construction projects, both ground up new construction as well as renovation in occupied spaces. Additional job-related education may be substituted on a year-for-year basis for required experience.

REQUIREMENTS

Valid Texas driver's licenses 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:

- Experience with permitting, code compliance and local, state, and federal regulatory requirements.
- Excellent interpersonal communication skills and strong organizational skills.
- Knowledge of and ability to understand technical drawings and specifications.
- Skill in relating information from drawings.
- Knowledge of acceptable workmanship in construction; of mechanical equipment used in building construction, its assembly and installation; and of plans and specifications relating to an entire project.
- Skill in accurately estimating and reporting construction progress.
- Ability to respond to emergency situations in a timely manner.
- 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. The employee must climb stairs or ladders and scaffolding. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. The noise level is usually moderate to loud. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

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.

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