

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT _____ CSN _____ FLSA STATUS Exempt

PRESENT CLASSIFICATION Construction Project Manager DATE 05/05/2022

DEPARTMENT/DIVISION Facilities Management

Function

Under general direction, oversees the effective management of capital projects through all phases including planning, design and construction in accordance with department and university policies, procedures and processes. This position collaborates with engineers, architects, etc. to determine the specifications of each capital project.

Organizational Relationship

The position is under the general supervision of the Director of Capital Programs who reports to the Executive Director of Facilities Management. The Executive Director of Facilities Management reports to the Associate Provost for Finance and Administration who reports to the Dean and Provost of SIU School of Medicine.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

100% Construction Project Management Duties

1. Completes projects on-time and under budget with minimal risk.
2. Assists stakeholders, as assigned by the Director of Capital Programs, in the development of capital project budgets to ensure that project requirements are met and resources are utilized cost effectively.
3. Manages and maintains official project files to include budgets, schedules, submittals, specifications, operations, maintenance manuals, drawings, and pictures.
4. Assists in the development of project descriptions, project scopes and budgets in coordination with stakeholders and SIU School of Medicine capital programs staff.
5. Shares project information with stakeholders and other parties regarding activities and ensures that project design meets their requirements and continue to provide technical assistance and work in conjunction with the stakeholders.
6. Keeps the Director of Capital Programs apprised of project status and any problems that may arise.
7. Attends field meetings, gives presentations and conducts inspections of job sites to assess progress on assigned projects.

8. Reviews plans and specifications to ensure compliance with all applicable design requirements and with the stakeholders' programs.
9. Monitors and controls design schedule and budget to ensure that consultant keeps project design within budget.
10. Participates in bid openings, reviews analysis of bids and recommends award of contracts, based on acceptable bid(s) presented.
11. Reviews and approves invoices for design and construction progress payments.
12. Reviews and monitors construction schedules and facilitates construction progress to meet critical completion dates.
13. Reviews Requests for Proposal & Change Orders (RFP/CO) to determine justification, accuracy, coordination, estimated cost and impact on project.
14. Reviews and recommends approval of RFP/CO's and purchase orders.
15. Compiles data and prepares reports using various computer software.
16. Works with architects/engineers (A/E's), contractors and stakeholders to resolve project problems and acts as a resource to the Director of Capital Programs.
17. Obtains approvals by others and approves project substantial/final completion certifications.
18. Assists in the selection of and also manages and provides direction to contracted architectural/engineering companies to ensure the stakeholder's requirements are being achieved.
19. Assists in A/E selection.
20. Assists with training A/E's, contractors and stakeholders on SIU School of Medicine procedures and processes, rules and regulations.
21. Performs other duties as required or assigned which are reasonably within the scope of the duties cited above.
22. Assists in the development of the Facilities Management Department's capital budget proposal and project plan.
23. Develops plan to implement and review the capital program processes and practices on a regular basis for continuous quality improvement.
24. Utilizes the TMA work order system to track work assignments and enter labor and parts for the Capital Programs department.

Skills and Abilities Needed for the Position

- A. Demonstrated knowledge and understanding of applicable Architecture, Engineering and Interior Design disciplines.
- B. Demonstrated knowledge and understanding of applicable contract and project administration processes and documents.
- C. Demonstrated knowledge of applicable building codes and all other applicable laws such as Americans with Disabilities Act.

- D. Demonstrated ability to work independently, exercise judgment and make decisions.
- E. Demonstrated verbal, written and graphic skills.
- F. Demonstrated ability to organize, set priorities and perform under pressure in public and in an internal department capacity.
- G. Demonstrated computer software skills including experience with applicable capital programs management software (i.e. AutoCAD, scheduling software, etc.)
- H. Correctable vision for close work on design drawings, project related documents and on site construction project surveillance.
- I. Availability to travel, a valid Illinois driver's license, proper vehicle insurance, access to a vehicle or other means of travel.
- J. Sensitive to the needs of underrepresented minority populations.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in engineering, construction management, architecture, or a closely related field.
- B. Five (5) years of commercial construction management experience.
- C. Master's degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.

Responsibility

- A. Supervisory Controls – The work performed by this position is determined and assigned by the Director of Capital Programs. The Director of Capital programs provides oversight of each capital project ensuring that work completed adheres to project scope, budget, contracts and schedule expectations.
- D. Guidelines – Must work within the State of Illinois purchasing guidelines. Must also work within all safety guidelines specified by OSHA, the Illinois Department of Labor and all safety programs, plans and policies of the SIU School of Medicine, at all times. Must attend all safety training programs required by SIU School of Medicine.

Difficulty

- A. Complexity – The individual must have initiative, creativity, and self-motivation and must be service oriented. This positions must build a helpful environment and foster good communications with staff and stakeholders and have the willingness and ability to act independently. The ability to handle multiple projects efficiently is necessary.

Employee must use common sense, good judgment and discretion in regard to performing his/her duties as well as keeping abreast of new developments with the University including changes in rules, regulations, and guidelines.

- B. Scope and Effect – This position affects the entire SIU School of Medicine due to its final decisions concerning the design and construction of all architectural, electrical, mechanical, plumbing, site-work and structural projects.

Personal Contacts

Contacts for this position will include all levels of the University community and will be made in person, via telephone, and in writing. These contacts include a wide spectrum of internal and external contacts and agencies including consultants, vendors, architects, engineers, interior designers, contractors, tradespeople, suppliers, furniture suppliers, etc. Required communications range from project and schedule information communications, requests for information, assistance or service, to more complicated inquiries related to planned construction work or work in progress.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

Must be able to complete the following with or without a reasonable accommodation:

- A. Ability to climb ladders, stairs, and scaffold climbing structures and accessing roofs.
- B. Ability to perform investigative work in ceiling spaces, tunnels and confined or congested spaces.
- C. Ability to perform occasional investigative work involving crawling, kneeling, and or climbing to maneuver through tight building spaces.
- D. Ability to work in tunnels and confined or congested spaces. It is necessary to be able to crawl, kneel, and or climb to maneuver through tunnels.

See attached Physical and Environmental Requirements form.

INCUMBENT: _____ DATE _____

REVIEWED BY: _____ DATE _____

Immediate Supervisor

DATE _____

Department Head/Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Construction Project Manager**
 Position No. (If applicable): _____ Department: **Capital Planning and Service Operations-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input checked="" type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Research Laboratory	<input checked="" type="checkbox"/> Outdoors

Other (Be Specific): Roofs, Mechanical Spaces, Crawlspace

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling					<input checked="" type="radio"/>
Carrying		20 - 40 lbs.			<input type="radio"/>
Lifting		20 - 40 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief. I have read, understand and am capable of meeting the physical and environmental demands of this position.

Brian Emme

Supervisor Signature _____ Date _____ Supervisor Name _____ Employee Signature _____ Date _____