

The University of Texas at San Antonio

Job Description

Job Title: Senior Project Manager
Code: 15015
Salary Grade: 65
FLSA Status: Exempt
Department/Division: Facilities
Reports To: Facilities Director

Summary

- Function: To coordinate project planning, design, and construction activities.
- Scope: Develops project scopes of work, cost estimates, and schedules while managing customer expectations and relationships. Ensures that appropriate regulatory requirements and safety guidelines are implemented.

Duties

- Typical:
 1. Meets with facility users to program spaces, develop scopes of work, and develop schedules.
 2. Communicates with users, UTSA departments, and Facilities management and performs project analysis and reporting as requested.
 3. Prepares cost estimates and obtain approvals necessary to begin a project.
 4. Coordinates/assists in the selection of professional design firms and coordinates comments to drawings and specifications during the design process.
 5. Coordinates/assists in the preparation of bid documents for procurement of construction services, and the selection of contractors.
 6. Ensures that design documents and construction activities comply with University standards, federal and state regulations, and applicable codes and standards.
 7. Reviews, processes, and approves construction related RFIs, ASIs, cost proposals, change orders, invoices, pay applications, and other related project documents.
 8. Monitors and complies with project budgets and schedules.
 9. Monitors construction for quality, coordinates punch list and ROD corrections, and assists maintenance with warranty issues for one year.
 10. Coordinates inspections and the involvement of the University's trade shops and departments associated with the project.
 11. Schedules, coordinates, and communicates utility outages. Coordinates planned construction activities with affected building occupants and UTSA service departments. Provides access for contractors into occupied buildings.

<p>12. Collects and disseminates a complete set of project closeout documentation.</p> <p>13. Supports Assistant Director in business activities.</p> <p>14. Updates monthly reports.</p> <p>15. Hires, trains, and supervises Facilities Project Coordinators. Prepares performance plans and evaluations.</p> <p>16. Performs other duties as assigned.</p> <p>• <u>Periodic:</u> N/A</p>

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Bachelor’s degree in architecture, engineering, science or construction.

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	Proficiency with MS Office applications including Word, Excel, and Outlook.
Ability to maintain a Texas Driver’s License	Experience with cost estimating, scheduling, and design software.
Basic computer literacy with excellent written and oral communication skills.	Experience with building codes, fire and life safety codes, procurement processes, environmental laws, and applicable state laws.

Experience

Required	Preferred
Six years experience in facilities management, project management, or construction management.	Experience with an educational institution, hospital, or contractor specializing in institutional buildings. Experience with design development under the supervision of a registered architect or licensed engineer. Experience in a supervisory role.
	Architect or Engineer licensed by the Texas Board of Architectural Examiners or Texas Board of Professional Engineers. Certification as a Project Management Professional (PMP) as administered by the Project Management Institute.

Equipment

Required	Preferred
Ability to use computers and basic office equipment.	Ability to use a variety of measuring tools and equipment.

Ability to operate carts and registered motor vehicles. Ability to don personal protective equipment (PPE) and climb ladders.	
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Working Conditions

Usual	Special
Usual office and construction site environments. Job duties occasionally require odd-hours and weekend work. Conditions include working in extreme heat, inclement weather, and activities which require bending, climbing, and crawling. Job duties may occasionally require working at heights, in confined spaces, around rotating machinery, around energized systems, around bio-hazards, and around chemicals.	Occasionally attend meetings and training off-site and out of town.
	Job duties may require frequent travel to multiple university-owned campuses and leased spaces.

Supervision

Received	Given
General supervision from Assistant Director and Facilities executive management.	General supervision of Facilities Project Coordinators. Occasional supervision of Work Studies, and Student Interns.

Accuracy

Accurate in estimating, planning and executing plans for the repair and maintenance of buildings.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
