Administrator Position Description

Human Resource Office Use Only	
Approved Job Family	**Effective Date**
Overtime Eligible YES **NO**	**FLSA Test Date** 6/8/2014

Employee		**Supervisor** Michelle Meyer	
Department Finance and Administration	**Working Title** Facilities Project and Planning Manager	**HRIS Position Number** H99217	**Supervisor Title** Executive Director Facilities Management and Plann
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date		**Annual Contract End Date**	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

Provides guidance and oversight for the planning and implementation of capital repair, renewal, or replacement of physical features on the Oregon Tech campuses. Manages pre-design, design, and construction of capital projects from initial concept development through turnover and occupancy. Leads and directs the design and construction process including managing project documentation, pre-construction design and budget development, construction bid process, value engineering, project scheduling, control of quality, change order negotiation, user move-in coordination, and cost control through project completion assuring conformance with established Oregon Tech contract general terms and conditions. Manages project external service providers including; architects, engineers, consultants, commissioning agents, and contractors. Participates in owner construction meetings to review construction progress, quality, schedule and safety compliance. Coordinates the development and review of design documents at each phase of design. Serves as the point of contact for University stakeholders and campus groups with a role or interest in the project. Facilitates meetings to help campus groups reach consensus in project development and implementation while adhering to program, budget and schedule goals. Communicates regularly with academic departments: faculty members, department chairs, senior directors, and Facilities Director and their staff.

The manager executes the Capital Construction & Capital Renewal planning process to ensure projects submitted to the legislature are integrated with the universities' academic missions, strategic plans, budget, physical requirements, and goals.

The manager is responsible for furthering campuses sustainability and renewable energy goals which includes coordinating and advocating Oregon Tech's integration of sustainable principles and practices into campus facility planning operations, procedures, and activities.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

• Bachelor's Degree in engineering, business management, or related field; and a minimum of 7 years relevant experience in the design and management of capital projects, budget development and control;
OR: relevant work experience equivalent to a Bachelor's Degree and 10 years of relevant experience in the design, management and construction of Capital Projects, budget development and control.

• Preferred experience working at an institute of higher education and/or large complex organizations

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

• Ability to effectively communicate in person and in writing with strong interpersonal skills.
• Familiarity with design and construction processes and regulatory codes.
• Ability to perform; detailed documentation, accurate record keeping, information management, complex problem solving, effective time management, multitasking and follow through to resolution.
• Ability to work effectively in a complex organization with diverse stakeholders.
• Competency with Microsoft Office and other industry standard project management software programs.
• Knowledge of web-based project management applications and CADD is preferred.

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	**Direct Supervision**		**Indirect Supervision**	
	Number of Employees	FTE	Number of Employees	FTE
1.Faculty	0	0	0	0
2.Classified Staff	0	0	0	0
3.Unclassified Staff	0	0	0	0
4.Students / Others	3-5	2	0	0

Coordinating Responsibility

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

Minimal supervision

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

a)own time and resources

Full authority

b)departmental resources

Full authority

c)institutional resources

Limited authority

What kinds of decisions will the incumbent be expected to make?
The allocation of labor and financial resources

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

X	Delegated authority to develop and monitor*	$250k-500k / 1 Mil
	Develops, monitors* and controls*	$
	Limited approval authority for purchase	$
	Purchase only with higher level OK	$

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Board of Trustees)	**PURPOSE** (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	**HOW OFTEN**
Contractor and Consultants	Participates in the selection of project consultants and contractors, evaluates their designs and pricing estimates, and oversees their work so that it conforms to established Oregon Tech's contract general terms and conditions.	Frequently
Athletics, Housing, CU Directors and managers and other user groups	Collaboration on projects and related planning; coordinates design and construction efforts	Daily
Facilities Services Supervisors	Coordinate activities with Facilities Services supervisors to minimize impact to operations.	Frequently
Sustainability Committee	Align university planning and design work with environmental sustainability and energy initiatives and goals	Monthly
Contract and Procurement Office	Provide and review scope of service, identify needs and check accuracy for RFP’s and review of proposals; negotiating facility contracts for Wilsonville campus and Harmony property	Weekly
Director Facilities Services Management	Coordinates activities with Director of Facilities to minimize impact to operations.	Daily
Budget and Business Affairs Office	Work closely with budget and accounting on the development of capital budgets and proformas for capital projects.	Monthly and as needed
Oregon Tech Board of Trustees	Attend Board meetings briefing Trustees on capital planning,construction plans and projects.	As needed

F. JOB FUNCTIONS

REFERENCE ID	**JOB FUNCTIONS**	**FREQUENCY**	**ANNUAL PERCENT OF TIME**

1.0	University Project Management and Planning
	• Analyses and evaluates the infrastructure of the campus, identifies maintenance and renovation issues, and prioritizes projects.
	• Provide leadership in preparing a Comprehensive master plan of Oregon Tech physical facilities for long-term periods. Identify major land uses, building sites, building renovations, parking plan, open and recreational spaces, and community impact.
	• Serve as Oregon Institute of Technology (Oregon Tech) liaison with State agencies regarding capital preservation and renewal.
	  • Sightlines Facility Analysis; Return on Physical Assets (ROPA); Current Replacement Calculations (CRU) and Capacity Analysis.
	  • Apply metrics to measure effective space utililization and assist university leasdership in developing policies and incentives for space to be used more efficiently.
	  • Researches and prepares a variety of administrative reports. Design when needed presentation graphics and materials.
	• Assist in the preparation of Capital Budget Requests (Capital Construction & Capital Renewal) for Board, Governor and Legislators.
	• Provide leadership for evaluation of Capital Construction & Capital Renewal.
	• Participate in developing comprehensive Capital Renewal schedules, both short and long term.
	  • Includes comprehensive inventory of complete building physical conditions to support Capital Renewal estimates.
	• Serves as project manager for larger projects, including reviewing proposal and resource plans. Assist departments with identifying their project and budget needs.
	• Serve as the University representative on facilities and capital meetings.
	• Assist in the development of mitigation strategies, including research, waste reduction, and Capital Planning proposals.
	• Represent the University at statewide meetings related to energy and sustainability efforts assigned.
	• Facilitates sustainability efforts working with the sustainability committee.
		Frequently	98

2.0	Health and Safety • Work collaboratively with Regulatory Agencies, Facilities Services leadership, and Environmental Health and Safety personnel to ensure appropriate construction site safety policies and procedures are in place and adhered to by all vendors and contractors within your purview.	Frequently	2

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.
Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1	• Demonstrate knowledge of building design and construction to include architectural and/or engineering principles, construction codes, and ability to plan and coordinate.
1,2	• Working knowledge of applicable statutes, administrative rules, and capital processes, including the Request for Proposal and procurement processes, contractual terms and conditions.
1,2	• Demonstrated ability to establish effective working relationships with a wide variety of individuals and groups at many levels of an organization.
1,2	• Evidence of excellent interpersonal, oral and written communication skills within a collaborative decision-making environment.
1,2	• Demonstrated creative problem solving, strategic thinking and decision making
1,2	• Experience analyzing complex issues and developing innovative approaches and solutions.
1,2	• Demonstrated ability to establish and maintain productive working relationships with the public, university officials, governmental authorities and employees with diverse backgrounds, goals, and agendas.
1	• Knowledge of renewable energy technologies and current issues
1	• Familiarity with sustainability issues, programs, philosophies, and reporting requirements relating to higher education.
1	• Experience in design/build construction projects
1	• Demonstrated understanding of public improvement contracting law
1,2,	• Experience providing written reports utilizing data analytics and workflow documents
1,2	• Commitment to professional development
0	Remove
0	Remove

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS

I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

This position is designated as a critical, security-sensitive or safety -sensitive position; Therefore the incumbant must successfully complete a background check.