



## Administrator Position Description

|   |  |                                       |   |
|---|--|---------------------------------------|---|
| <b>Human Resource Office Use Only</b>                                 |  |                                       |   |
| <b>Approved Job Family</b>  |  | <b>Effective Date</b>                 |   |
| <b>Overtime Eligible</b><br>YES<br><br>NO                             |  | <b>FLSA Test Date</b>                 |   |
| <b>Employee</b>   |  | <b>Supervisor</b><br>Brian Adair      |   |
| <b>Department</b><br>Finance and Administration                       | <b>Working Title</b><br>Facilities Project and<br>Planning Manager | <b>HRIS Position Number</b><br>H99217 | <b>Supervisor Title</b><br>Director of Facilities<br>Management Services and<br>Cap |
| <b>Complete contract dates only if other than a 12 month position</b> |  |                                       |   |
| <b>Annual Contract Begin Date</b>                                     |  | <b>Annual Contract End Date</b>       |   |

### A. POSITION SUMMARY

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

The Facilities Project and Planning Manager is responsible 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 multiple 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, contract awards, value engineering, project scheduling, construction contractors control of quality, change order negotiation, user move-in coordination, and cost control through project completion/closeout, document control, move management, and 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 project 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 project manager is responsible for furthering campuses sustainability, energy conservation 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, construction management, 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.**

- Valid Oregon Driver License or ability to obtain.
- 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.
- Current contractor's license preferred.
- Project Management Professional Certificate preferred.
- LEED Certification 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**

Limited authority

**b)departmental resources**

Limited authority

**c)institutional resources**

Limited authority

**What kinds of decisions will the incumbent be expected to make?**

The allocation of labor and financial resources within approved project budgets and state of Oregon Public Contract Codes.

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

|          |   |                     |
|----------|---|---------------------|
| <b>X</b> | 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**

| <b>PERSON(S)/POSITION/<br/>AGENCY</b><br>(e.g., student, staff, faculty,<br>general public, Board of Trustees) | <b>PURPOSE</b><br>(e.g., giving or securing information, explaining policies or<br>operations, solving problems, etc.)   | <b>HOW OFTEN</b>      |
|--|--|-----------------------|
| 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 where needed.   | As Needed             |
| 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<br>ID | JOB FUNCTIONS | FREQUENCY | ANNUAL<br>PERCENT OF<br>TIME |
|-----------------|---------------|-----------|------------------------------|
|-----------------|---------------|-----------|------------------------------|

|     |   |            |    |
|-----|---|------------|----|
| 1.0 | <p>University Project Management and Planning</p> <ul style="list-style-type: none"> <li>• Analyses and evaluates the infrastructure of the campus, identifies maintenance and renovation issues, and prioritizes projects.</li> <li>• Commission buildings and projects to verify that construction specifications are met before project close out.</li> <li>• Create and periodically update building standards.</li> <li>• 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.</li> <li>• Manage all warranty period, claims and dispute resolutions.</li> <li>• Follow up and assist with any construction and performance warranty issues after occupancy.</li> <li>• Assist campus personnel with disposal or sale of surplus equipment made by the project, and plan temporary storage for other items.</li> <li>• Serve as Oregon Institute of Technology (Oregon Tech) liaison with State agencies regarding capital preservation and renewal. <ul style="list-style-type: none"> <li>• Sightlines Facility Analysis; Return on Physical Assets (ROPA); Current Replacement Calculations (CRU) and Capacity Analysis.</li> <li>• Apply metrics to measure effective space utilization and assist university leadership in developing policies and incentives for space to be used more efficiently.</li> <li>• Researches and prepares a variety of administrative reports. Design when needed presentation graphics and materials.</li> </ul> </li> <li>• Assist in the preparation of Capital Budget Requests (Capital Construction &amp; Capital Renewal) for Board, Governor and Legislators.</li> <li>• Provide leadership for evaluation of Capital Construction &amp; Capital Renewal.</li> <li>• Participate in developing comprehensive Capital Renewal schedules, both short and long term. <ul style="list-style-type: none"> <li>• Includes comprehensive inventory of complete building physical conditions to support Capital Renewal estimates.</li> </ul> </li> <li>• Serves as project manager for larger projects, including reviewing proposal and resource plans. Assist departments with identifying their project and budget needs.</li> <li>• Serve as the University representative on facilities and capital meetings.</li> <li>• Assist in the development of mitigation strategies, including research, waste reduction, and Capital Planning proposals.</li> <li>• Represent the University at statewide meetings related to energy and sustainability efforts assigned.</li> <li>• Facilitates sustainability efforts working with the sustainability committee.</li> <li>• Perform other related duties as assigned.</li> </ul> | Frequently | 95 |
|-----|---|------------|----|

|     |   |            |   |
|-----|---|------------|---|
| 2.0 | Health and Safety <ul style="list-style-type: none"> <li>• 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.</li> </ul> | Frequently | 5 |
|-----|---|------------|---|

**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                      | <ul style="list-style-type: none"> <li>• Demonstrate knowledge of building design and construction to include architectural and/or engineering principles, construction codes, and ability to plan and coordinate.</li> </ul>                                   |
| 1,2                    | <ul style="list-style-type: none"> <li>• Working knowledge of applicable statutes, administrative rules, and capital processes, including the Request for Proposal and procurement processes, contractual terms and conditions.</li> </ul>                      |
| 1,2                    | <ul style="list-style-type: none"> <li>• Demonstrated ability to establish effective working relationships with a wide variety of individuals and groups at many levels of an organization.</li> </ul>  |
| 1,2                    | <ul style="list-style-type: none"> <li>• Evidence of excellent interpersonal, oral and written communication skills within a collaborative decision-making environment.</li> </ul>  |
| 1,2                    | <ul style="list-style-type: none"> <li>• Demonstrated creative problem solving, strategic thinking and decision making</li> </ul>   |
| 1,2                    | <ul style="list-style-type: none"> <li>• Experience analyzing complex issues and developing innovative approaches, solutions and create detailed cost estimates.</li> </ul>   |
| 1,2                    | <ul style="list-style-type: none"> <li>• Demonstrated ability to establish and maintain productive working relationships with the public, university officials, governmental authorities and employees with diverse backgrounds, goals, and agendas.</li> </ul> |
| 1                      | <ul style="list-style-type: none"> <li>• Knowledge of renewable energy technologies and current issues</li> </ul>   |
| 1                      | <ul style="list-style-type: none"> <li>• Familiarity with sustainability issues, programs, philosophies, and reporting requirements relating to higher education.</li> </ul>  |
| 1                      | <ul style="list-style-type: none"> <li>• Experience in design/build construction projects and other project delivery methods.</li> </ul>  |
| 1                      | <ul style="list-style-type: none"> <li>• Demonstrated understanding of public improvement contracting law</li> </ul>  |
| 1,2,                   | <ul style="list-style-type: none"> <li>• Experience providing written reports utilizing data analytics and workflow documents</li> </ul>  |
| 1,2                    | <ul style="list-style-type: none"> <li>• Commitment to professional development</li> </ul>  |
| 1,2                    | <ul style="list-style-type: none"> <li>• Demonstrate ability to create and maintain detailed financial spread sheets for Facilities Planning and Capital Projects.</li> </ul>   |

**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.