**P5: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of specialization.
* Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by office/departmental policy and procedures.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments.
* Has the latitude to make daily operational decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues tend to be operational in nature.

*🡪 Course of Resolution*

* Identifies issues and gathers facts.
* Must understand the smallest details of an assigned area.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect a department or a project outcome with department/office impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Coordinates assigned phases of capital project development, including planning, design and/or construction at the University. Executes project scope, design, schedule, and budget with the guidance of a Project Manager or Senior Project Manager.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under the direction of a Director in the capacity of planning, design, and/or construction for an area of specialization. Receives functional leadership from a Project Manager or Senior Project Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Monitors budgets based on project requirements, provides support and participates in developing or monitoring assigned components of capital budget requests for projects. .
* Participates in meetings with University stakeholders, internal department staff, and outsourced design and/or construction professionals for administered projects.
* Organize and compile planning and/or design documents for the administered projects within the specialty area.
* Coordinates and participates in contract administration and construction activity of small- to mid-sized projects from pre-construction, through the bidding and procurement phase, to construction completion and acceptance.
* Ensures code compliance and quality assurance of all assigned projects related to planning, design, and/or construction management.
* Serves as a resource in matters regarding project scope, design, planning, budget, cost analysis, schedule, and/or regulatory compliance issues.
* Monitors the accuracy, quality, quantity, and timeliness to meet project milestones and objectives.
* Monitors the quality of work, safety, budget, and timely completion of construction projects, in accordance with University and department policies, procedures, and priorities.
* Facilitates necessary communication and coordinates with University departments to ensure uninterrupted continuity during all project phases on matters related to department-specific interests and scopes of responsibility (i.e. parking, police, environmental, etc.)
* Leads and directs the work and activities of any assigned staff, understanding how processes, resources, and people all fit together.
* Conducts research and analysis to develop plans and technical reports, especially when in the role of planning or design management.
* Reviews and interprets technical, environmental, economic, and legal information if required by the administered project, especially when in the role of design or construction management.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field.
* Six years of related experience in planning, design, or construction management.

**COMPETENCIES**

**Knowledge of:**

* Architectural services, landscape architecture, and/or utility engineering
* Mechanical, Electrical, Plumbing, and Fire Protection engineering in buildings and infrastructure systems
* Project management during planning, design, or construction phases of projects
* Building and professional codes
* Connections between processes, resources, and stakeholders and how they impact each other
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Troubleshooting
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Maintain records and produce complex reports
* Oversee the design and interpret blueprints and specifications
* Monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objectives
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Understand project design documents, specifications, details, and shop drawings
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management