**P6: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in a highly advanced capacity in an area of specialization. The advanced resource capacity must be distinct from the regular or most common provision of work within the area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most advanced functions within an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of expertise.
* Set goals and objectives for team members to meet project initiatives and standards.
* Distribute project work.
* Evaluate and monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objects.

**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 departmental policy and procedures.
* Incumbents understand the smallest details of an assigned area.

*🡪 Job Controls*

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

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
* Variables affecting the problem are generally known.

*🡪 Course of Resolution*

* Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

*🡪 Measure of Creativity*

* Problems require integrative solutions such as how technologies, processes, resources, and people all fit together

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

**SCOPE AND MEASURABLE EFFECT**

* Serve as a lead over major projects within a specific administrative/programmatic function or specialty area requiring specialized education.
* Actions regularly affect a department or an office-centric outcome with departmental impact.
* Actions generally have a direct impact on controlling such things as nature of work and scope of services.
* Actions may have high-risk financial, compliance, political or safety implications.
* Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Manages multiple construction and renovation capital projects. Ensures project scope, design, schedule and budget are being adhered to and adjusted when necessary to meet university requirements.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under general direction of a manager. Serves in a highly advanced capacity in the architectural management area of specialization.

**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.*

* Prepares designs, plans, estimates, and specifications of projects within specialty area relative to building construction, renovations, and alterations.
* Provides general support in specialty area regarding systems, systems performance, and code compliance matters for assigned projects and ensures Federal and State regulatory compliance.
* Oversees, analyzes, and interprets reports and test results to ensure contract work is in compliance with design recommendations.
* Serves as a resource in matters regarding project scope, design, planning, budget, and cost analysis, and regulatory compliance issues.
* Facilitates, coordinates, and leads project specific meetings. Interprets building needs and communicates design priorities.
* Reviews construction estimates and creates and maintains project budget sheets. Ensures compliance with established construction budget.
* Conducts research and analysis to develop plans and technical reports. Reviews and interprets technical, environmental, economic, and legal information.
* Maintains current knowledge and professional expertise through review of professional journals, memberships with state, national and professional organizations, attendance at meetings, conferences and seminars, and other professional activities related to professional development.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field.
* Seven years of related experience. One year of experience must be: (1) overseeing large projects OR (2) serving as a senior team member regularly performing the most advanced tasks of the work unit and other team members.
* Professional registration and/or required licenses and/or certifications in the appropriate discipline may be required.

OR

* An advanced degree in related field.
* Five years of related experience. One year of experience must be: (1) overseeing large projects OR (2) serving as a senior team member regularly performing the most advanced tasks of the work unit and other team members.
* Professional registration and/or required licenses and/or certifications in the appropriate discipline may be required.

*An equivalent combination of education and/or experience may be substituted for the degree and years requirement.*

**COMPETENCIES**

**Knowledge of:**

* Electrical engineering of building systems
* Project and construction management
* Building and professional codes
* Designing and building capital projects
* 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:**

* Maintains records and produce complex reports
* Design and interpret blueprints and specifications
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Design specifications, drawings, details, and shop records
* 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

**PHYSICAL REQUIREMENTS**

Incumbents must be able to climb ladders, kneel, reach above the shoulder, stand and/or walk for long periods of time.  Incumbents must possess the ability to perform the required duties set forth above and may be required to wear personal protective equipment (PPE) when necessary. Incumbents may be required to complete a pre-employment physical.