



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/21/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Senior Project Manager
Status: Full-time, 35 hours/week
Grade: 15
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director, Capital Projects

PRIMARY PURPOSE:

Provide project management services to the College community for the implementation of a variety of capital and renewal projects on campus, including new construction, renovation, deferred maintenance and other projects as assigned.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide project management services from project conception to project close-out, including planning, design, and construction phases on projects ranging in size from several thousand dollars to several million dollars, including projects related to major bond referendums.
- Responsible for the day-to-day leadership, oversight and project management of a range of project types, including large scale, multi-year renovations, new construction and campus initiatives with total project values greater than \$5 million or as a result of bond referendum, including administration, planning, design, development, documenting, contracting and implementation.
- Directly interface with end users, administration, and other stakeholders as required to oversee the development of the programmatic requirements of assigned projects.
- Facilitate the development of Request for Proposals for design consultant selection. Support the procurement process and provide information as required. Serve as a member of the selection committee and organize information related to proposals as required. Oversee and perform reference checks for proposers as required.
- Coordinate the efforts of architects and engineers working for the college. Supervise the project design consultants to maintain project schedule, budget, and compliance with programmatic requirements.
- Facilitate the contractor pre-qualification process, including monitoring and advising design teams on the development of pre-qualification packages. Coordinate posting with state purchasing and provide information as required. Serve as a member of the selection committee and organize information related to proposals as required. Oversee and perform reference checks for proposers as required.
- Coordinate and work in close collaboration with other campus departments, including Facilities Operations, Campus Police, Network/Telecommunications, and others to implement projects and ensure consistency between project designs and maintenance and repair requirements. Initiate meetings and provide project documents to promote input from these

departments as required.

- Assist in the maintenance and organization of College design standards. Interface as required with college departments and state agencies to ensure templates and standards are current and accurate.
- Assist in maintaining a complete plan and specification record of the as-built condition of buildings, grounds, utilities, roads, etc.; assist in maintaining those records by utilizing the computerized data base, where available.
- Prepare, review and recommend modifications to plans and specifications for construction, renovation and deferred maintenance projects for compliance.
- Provide detailed inspection of construction, renovation and deferred maintenance projects. Provide liaison between customers, contractors and trades for project management. This includes support of regulatory agencies and building inspector. Monitor progress of construction, renovation and deferred maintenance projects, coordinate needs with design and construction agents, and issue reports.
- Provide the following during construction projects:
 - Coordinate, monitor, and inspect work of construction contractor for assigned projects on behalf of the college.
 - Review contract documents, architectural drawings, and specifications in order to maintain familiarity with assigned projects and insure construction contractor's full understanding of documents.
 - Review contractor shop drawings and provide comments on conformance/non-conformance to architect.
 - Act as liaison between architect and contractor.
 - Conduct on-site observation and spot-checks of work in progress.
 - Ensure contract compliance by the contractor, such as conducting tests specified in contract and installing materials/equipment as specified in contract, and report deficiencies to project manager, architect, and contractor.
 - Provide reports on all on-site matters, including third-party inspections, progress, safety concerns, and causes for delay.
 - Maintain job-site files, documents, reports, and daily log; prepare periodic reports for the college and architect as required.
 - Attend all job-site meetings as college representative or in conjunction with the director.
 - Receive, record, present for architect approval, and maintain custody of samples submitted by construction contract.
 - Review requests for progress payments submitted by construction contractor and forward with recommendations to architect.
- Prepare construction cost estimates for preliminary engineering and budget studies.
- Assist in the planning, design and construction of a variety of architectural, engineering, maintenance and other associated projects the College undertakes.
- Provide liaison with outside agencies (federal, state, and local) regarding progress, completion and project close-out.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Capital Projects.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in a related field.

Experience:

- A minimum of ten years of cumulative experience in project management, including experience with planning, design, and construction.
- Experience to include management of building renovations and/or new buildings with construction values greater than \$5 million.

Skills, Knowledge and Abilities:

- Knowledge and experience of industry standard project management practices.
- Working knowledge of building code requirements and standard construction specifications.
- Ability to communicate effectively orally and in writing.
- Ability to organize, coordinate and supervise support staff.
- Ability to prioritize workload and manage several projects simultaneously.
- Ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others.
- Ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports.
- Ability to operate personal computers and use common business software applications (i.e. MS Word, MS Excel.)

PREFERRED:

- Master's degree in a related field.
- Experience working as an owner's representative in a college or university setting, or other large, diverse, institutional setting.
- Experience using computer project scheduling systems (MS Project experience).
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The College campus occupies an area of approximately 180 acres and contains in excess of 40 buildings ranging from administrative, classroom, dormitory, laboratories, recreational, athletic and support services. As required, the work includes traveling around the campus and climbing stairs and ladders to observe and inspect maintenance and construction related operations and contracted services. These inspections may involve working in close proximity to high/low voltage electricity, steam generation and refrigeration where extreme temperatures and light/noise variations may occur. Limited exposure to hazardous materials.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.