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Occ. Area: 01  
Work Area: 000  
Prob. Period: 12 mo.  
Prom. Line: None  
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Last Action Add

## CONSTRUCTION PROJECT MANAGER

### Function of Job

Employees in this classification have managerial and technical oversight for the initiation, planning, execution, monitoring, and closure of assigned business unit or cross-functional construction projects typically ranging from moderate to large scale projects. They manage multiple construction projects from conceptualization to completion involving multiple internal departments and/or external stakeholders.

### Characteristic Duties and Responsibilities

A Construction Project Manager typically:

1. directs or manages construction project from conceptualization through completion in accordance with department and university policies, procedures, and processes;
2. responsible for program engagement, budget and resource management, determining the scope and procurement of professional services, and external vendor communications/relationships;
3. responsible for risk management and troubleshooting issues;
4. supervises, monitors, and/or assigns projects to personnel, etc., as applicable to each project;
5. coordinates with state agencies (e.g., State Fire Marshal, Historic Preservation, Capital Development Board, Illinois Department of Public Health (IDPH)), crafts and trades, university departments, local government offices, etc.;
6. monitors schedule, construction project progress, resource allocations, and performance of contractors regarding quality of work; makes recommendations to keep the project on target and within budget; implements corrective actions and decision-making regarding delays and immediate needs;
7. directs or assists in training and leadership to motivate and supervise project and project team;
8. assists or is responsible for developing, presenting and/or providing comprehensive project plans and progress updates to stakeholders;

9. ensures completion of construction projects in accordance with the project plan and that the results meet requirements regarding scope, schedule, budget, quality, and university, state and federal codes, rules, and regulations;
10. participates in establishing practices, templates, policies, tools and partnerships to expand these capabilities for the organization;
11. develops, prepares, and/or manages monthly reports and required documentation (e.g., procurement, Request for Proposal (RFP), Professional Services Consultant and Construction Management amendments, contractor change orders), including updating electronic record systems;
12. hires, supervises, evaluates, coaches, and/or trains staff, as required;
13. serves as a department representative, as requested;
14. performs other related duties as assigned.

#### MINIMUM ACCEPTABLE QUALIFICATIONS

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in engineering, construction management, architecture, or a closely related field.
2. Two (2) years (24 months) of commercial construction management experience.
3. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required.

\*Note Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year (12 months) of work experience.

##### KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of all phases of building construction, including work commonly done by the various building crafts.
2. Knowledge of electrical, mechanical and structural systems.
3. Knowledge of building materials (including costs), tools, and machines.
4. Knowledge of building codes, institutional purchasing and accounting procedures, computerized scheduling tools, and standard estimating tools.
5. Knowledge of computers- word processing, email software, calendar and scheduling software, spreadsheet software, project management software, computer aided design documents, drafting software, etc.
6. Skill in verbal and written communication, and customer relations.

7. Skill in problem solving, decision-making, and conflict and crisis management.
8. Skill in time management and organization.
9. Ability to supervise, organize, and coordinate the work of others.
10. Ability to read and interpret construction drawings, shop drawings, and specifications for buildings.

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