

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Construction Project Manager

POSITION OVERVIEW

Reporting to the Director of Facilities and Safety, the Construction Project Manager (CPM), ensuring compliance with health, life safety, and building codes, recommending priorities for needed repairs and renovations. The CPM assists in the preparation of the annual state appropriations request for maintenance and repair of existing campus buildings and facilities. The CPM will have primary responsibility for construction management, outsourced facilities vendor management, oversight of architecture, engineering, and construction service providers, utilities distribution, and facilities planning. This position does not directly supervise other employees.

ESSENTIAL FUNCTIONS

- Manage and coordinate the planning, programming, design and construction for new facilities, renovation, or repair projects of Academy properties including all site and landscape work, utilities and building systems as necessary to the project; may include civil engineering, interiors, fire systems, landscape/environmental, building, and building systems scopes of work.
- Assist with the development of feasibility and other special studies to determine viability of potential campus projects, study alternatives, and/or establish project costs.
- Oversee all aspects of the building process, working closely with engineers and architects to develop plans,
- Coordinate projects with all project stakeholders including but not limited to facilities and other campus departments, design teams, contractors to ensure the project successfully integrates project and campus needs .
- Prepare and maintain the project budget, cost estimates, establish timetables, and determine labor and material costs and schedules; ensure projects are completed on time and within budget.
- Organize, prioritize and schedule contractors in order to meet established objectives; monitor status of work in progress and inspect completed work; consult with director and contractors to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to the director.
- Ensure that contracts, insurance billing, and other budget and legal documentation is completed and processed appropriately for each project. Maintain file of same.
- Provide advice on energy management and reduction.
- Ensure contractors comply with all contractual and regulatory obligations and performance expectations, maintaining the best interests of the Academy.
- In conjunction with director and division vice president, create long-range strategic plan for future capital construction and recommend major facilities renovation and construction projects to provide adequate facilities to support the mission of the institution.
- Support sustainability efforts through best practices, innovation and environmental stewardship.
- Evaluate the condition of infrastructure systems; manage the development of prioritized capital equipment replacement programs, operational plans for system replacements, and the execution of planned life cycle equipment replacements.
- Work with Purchasing as appropriate in developing bid specifications and contract documents for contract work to be performed, obtaining, reviewing, and analyzing estimates from reputable

vendors, and preparing the bid tabulation sheets and associated paperwork to support the request.

- Evaluate the condition of all campus buildings and facilities by using audits of the facilities to document their current condition and compliance with health, life safety, and building codes, advises senior administration of the status of existing campus facilities regarding life safety requirements, makes recommendations for corrective action of unsafe conditions in the physical plant, and includes problems and recommendations for corrective action in long-range plans.

MINIMUM QUALIFICATIONS

- Bachelor's degree in civil engineering or related engineering/construction management field required, and
- Minimum of five years of previous experience in construction project management.
- In depth knowledge of construction and site planning.
- Excellent oral, written and interpersonal communication skills.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of data, documents, and diagrams for decision-making and/or recommendations.
- Working knowledge of engineering management, engineering systems, budgeting, construction, acquisition diligence, facility operation, and vendor management is also mandatory.
- Demonstrated knowledge of sustainability initiatives and programs for building environments.
- Knowledge of federal, state, and local regulations regarding buildings, grounds, utilities, access and hazardous materials.
- Previous experience in campus facilities planning preferred.

PREFERRED QUALIFICATIONS

- Master's degree in Construction Management, Architecture or Engineering or related field preferred, and
- Ten (10) years' experience campus facilities project management.

POSITION REQUISITES

- Criminal Background check required.
- Position may require non-standard work hours.
- Tobacco-Free Campus

PHYSICAL REQUIREMENTS

Position may require local travel. Ability to move from one building to another on campus. Adequate vision, hearing and manual dexterity to interact with people in person, on the phone and in writing. Must be able to perform the essential functions of the job, with or without reasonable accommodations.

Maine Maritime Academy Position Factor Evaluation

Job Title: Construction Project Manager Job Code: _____

Wage Grade: 23 Total Points: 512

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	6	48
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	2	16
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	6	48

Date of last reclassification 08/2019