JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Construction Project Manager

Job Code: 6660

Salary Grade: S11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Performs technical work required to coordinate remodeling, construction and repair projects on campus buildings and structures. Prepares reports on material and manpower needs and project progress.

- Reviews estimates and plans labor and material requirements.
- Serves as project manager for construction projects. Evaluates drawings, specifications, and other documentation to ensure that those projects comply with the University's standards and requirements.
- Consults with supervisors and trade personnel for continuity of projects. Coordinates work with other University departments.
- Provides daily construction administration of construction contracts, advising contractors, project architects or engineers and University officials regarding project quality and schedule.
- Maintains responsibility for project budgets.
- Prepares progress reports and communicates job status within Facilities Management and with external parties (customers, vendors, contractors, etc.).
- Consults with other University staff/faculty to gather project scope and space requirements for new buildings or renovation projects. Determines fixture, furniture and equipment needs.
- Provides guidance and general supervision to personnel assigned to specific projects.
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months' related experience.

Experience:

Required: 36 months of building, electrical, and mechanical construction, or equivalent training and/or experience.

Required Certifications or Licenses:

- Valid Driver's License

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Basic math and computer skills
- Read and understand complex written materials such as blueprints, metrics, or technical manuals
- Highly organized and able to produce reports and handle multiple projects and deadlines

Working Conditions

Physical:
Ability to engage in repetitive motion. Bending, standing, and stooping. Climbing stairs. Working with building tools as needed.

Environmental:
Exposure to extreme weather. Visiting job sites. Deals with occasional confrontation. Works in stressful conditions and meeting deadlines. May be designated as an "essential position" during emergency closures. May be required to remain on campus overnight during weather or other emergencies.

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