JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Construction Project Manager Senior

Job Code: 7203

Salary Grade: S12

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

Represents the University of Oklahoma Board of Regents (as Owner) and the University's administration by providing daily construction administration of construction contracts and serving as project manager for construction projects.

- Advises contractors, project architects, engineers and University officials regarding project quality and schedule, coordinating work with other University departments and project personnel.
- Monitors contractor work for conformance with construction contract requirements.
- Consults with individuals or departments to translate facility requirements into an architectural or engineering design program.
- Administers consultant and construction contracts.
- Reviews contractor submittals and responds to requests for information and other inquiries.
- Develops and monitors project budgets including reviewing and approving project expenditures.
- 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 108 months' related experience.

Experience:

Required: 60 months of experience in commercial or institutional construction or architectural/engineering design.

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

- Effective verbal and written communication skills
- Highly organized and able to produce reports and handle multiple projects and deadlines
- Ability to read, interpret and evaluate construction drawings and specifications
- Bluebeam, Plangrid, AutoCad
- Proficient in Microsoft Office
- Ability to coordinate and organize goals and efforts of multiple constituencies

Working Conditions

Physical:

Ability to engage in repetitive motion. Bending, standing, and stooping. Climbing and lifting heavy objects.

Environmental:

Exposure to extreme weather. Visiting job sites. Deals with occasional confrontation. Works in stressful conditions and meeting deadlines.

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