**University of Maine Space & Capital Management Services**

Position Description

**TITLE:** Preconstruction Services Manager - Research

**DEPARTMETN:** University of Maine Space & Capital Management Services

**DATE:** TBD

**REPORTS TO:** Director of Space & Capital Management Services, Facilities Management

**PURPOSE:**

The Preconstruction Services Manager for Research will provide leadership and expertise to the Office of the Vice President for Research and Dean of the Graduate School (OVPRDGS) of for the University of Maine Orono campus and University of Maine Machias campus. This position will provide complete capital project delivery in close coordination with University of Maine System (UMS) Capital Planning & Project Management (CPPM), other team members of Space & Capital Management Services, Facilities Management Shops, designers, architects, engineers, and builders. This position is responsible for the development, design, and acts as owner’s representative during construction for all Research capital projects, including large new construction projects to minor renovations and repairs. This position will help the OVPRDGS with project conceptualization, design, and construct their projects while exercising appropriate control over project budget and schedule. This position will guide through move-in, occupancy, turnover, and assist both end-users and Facilities Management Operations as they begin to operate the completed space. As the project moves into construction phase this position will work with a UMS CPPM Project Manager, who will oversee construction activities, in delivery of a successful project. The position requires significant expertise in the construction field, effective communication and interaction with campus and facilities constituencies, the ability to work independently, and a willingness to assume significant responsibility while ensuring a safe, modern, efficient, and effective environment for our students, employees, and public. This position is empowered to make decisions necessary to balance every project’s competing priorities within the framework of process control and University procurement rules. While this position is primarily for Research related construction but may be assigned to non-research projects depending on workload.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

1. Acts as owner’s representative for multiple new construction and renovations projects through the full lifecycle of a project, from project idea through procurement and to successful final completion.
2. Prepare take-off and budgets in collaboration with university estimator and/or third-party estimator.
3. Develops preconstruction schedule and monitor progress.
4. Plan and lead all preconstruction meetings.
5. Provides direction and support to project committees throughout the capital construction process. This includes leading committee through the selection process of designers and contractors.
6. Performs construction-related liaison duties with UMS CPPM, designers, consultants, and contractors.
7. Provides oversight of construction project budget, updates, reports, etc.
8. Works with UMS CPPM with:
	1. Drafting of RFQ/RFP
	2. Negotiation for design and construction agreements
	3. Project estimating
	4. Utilization of approved contractors.
	5. Development of prequalified contractors.
9. Acts as document reviewer and adviser for constructability and value analysis.
10. Ensure estimates are complete and reflect all that is required to construct the project.
11. Contribute in a meaningful way to value engineering and alternatives in proposals.
12. Lead in the selection and procurement of furniture, fixtures, and equipment as part of the project.
13. Implementation of the Research Master Plan.
14. Maintains current knowledge of design and construction of research related projects through seminars, periodicals, and meetings with other professionals.

**BUDGET RESPONSIBILITIES:**

1. Develops project cost estimates, develops budget, and manages multi-million dollar construction projects within available budgets.
2. Assists in development of project and construction budgets and provides oversight of budget throughout the entire lifecycle of the project.

**CONTACTS (INTERNAL AND EXTERNAL)**

1. Works with staff at all levels of the organization and the University of Maine System.
2. Works with OVPRDGS and designated staff, Director of Facilities Management & General Services, or designee, Assistant Director of CPPM, Associate Executive Director for Maintenance & Operations, CPPM Project Managers, and other University and University System Staff as needed.
3. Works with external architects, engineers, contractors, vendors, technical representatives and State and/or municipal officials.

**KNOWLEDGE AND SKILL QUALIFICATIONS**

1. Typically requires the education of a relevant bachelor’s degree with substantial experience in construction including building renovation, alteration and new building construction. An equivalent combination of appropriate formal education and signification leadership and management experience in the construction industry/field may be accepted in lieu of the Bachelor’s degree requirement.
2. Previous successful experience organizing and managing multiple priorities, activities, and projects concurrently.
3. Minimum of five years’ experience in project management/preconstruction services management. Preferably additional experience with research related projects.
4. Knowledge and skills in preparation of plans, specifications, purchase requisitions, bids, quotes, record keeping and payment in accordance with standard construction practices.
5. Knowledge and experience in multiple project delivery methods the include design-bid-build, design-build, target value design, public-private-partnership, and others.
6. Knowledge of building codes and standards such as BOCA, NFPA, NEC, ADA.
7. Experience working in a higher education institutional setting with an emphasis on working with committees and constituencies strongly preferred.
8. Demonstrated excellent written and verbal communication skills.
9. Must possess computer skills that are adequate to permit effective use of Facilities Management data and communication systems.
10. CAD experience preferred.
11. Ability to reach, kneel, stand, walk up and down stairs, and climb ladders to heights of 20 feet.
12. Ability to travel, requiring a valid driver’s license.

**SUPERVISORY RESPONSIBILITY:**

None

**WORK SCHEDULE:**

Normal University business hours are Monday through Friday 8:00 am to 4:30 pm. Work outside regular hours (to include evenings and weekends) may be necessary in order to meet the requirements of the position. The employee should establish regular office hours and, in consultation with the supervisor, adjust the work schedule as appropriate.

**Location**:

5765 Service Building, Orono ME; Supports UM, UMM, and other UM locations

**POSITION TYPE:**

Full-time, on-going, base-budgeted, fiscal-year professional appointment.

**SCHEDULE FOR EVALUATION:**

In accordance with UMPSA bargaining agreement.