

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Capital Projects Manager
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	51002 - Aux Enterprise General Overhead
<b>Advertised Salary:</b>	\$75,000 - \$100,000 Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
<b>FLSA:</b>	Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	N/A
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	Oversee large scale capital projects, capital renewal projects, and deferred maintenance projects consistent with University policies and procedures. Supervise project management full time staff, campus services coordinator, and students and provide leadership, oversight, and professional development guidance. Develop project scope, project estimates, budget, and determine appropriate method of project delivery. Research project delivery best practices, methods, and materials to facilitate the continuous improvement of project outcomes on campus. Coordinate various moves on campus and oversee disposal of surplus goods.
<b>Position Type:</b>	Staff
<b>Required Education:</b>	Bachelor's degree in Construction Management, Facilities Management, Architecture, Engineering, or other related discipline or equivalent work experience.

<b>Required Work Experience:</b>	Eight years of professional experience with progression of job roles demonstrating increasing levels of responsibility with a demonstrated aptitude and training to take on leadership and supervisory duties.
<b>Required Licenses and Certifications:</b>	
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Bending</li> <li>• Carrying</li> <li>• Inclement Weather</li> <li>• Moving</li> <li>• Reaching</li> <li>• Sitting</li> <li>• Twisting</li> <li>• Balancing</li> <li>• Driving</li> <li>• Heights</li> <li>• Pulling/Pushing</li> <li>• Repetitive Movement</li> <li>• Standing</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	Possess demonstrated proficiency using computers, including the following software: AutoCAD, Windows, word processing, spreadsheets, Database, presentations, scheduling and Internet. Project programming and budgeting experience. Prior experience in a higher education setting. Prior supervisory experience.
<b>Essential Duties/Responsibilities:</b>	<p>Provide leadership, oversight, training, performance, and professional development of capital projects staff. Facilitate a positive work environment with staff and stakeholders and align with the University values of collaboration, diversity, ethical community, excellence, learning, and opportunity.</p> <p>Perform programming, scheduling, project controls, and oversight of contracted and in-housework requirements as assigned for construction and remodel projects. Conduct facility and systems inspections.</p> <p>Develop project justifications, feasibility studies, scope of work, budgets and estimates, project specifications, and drawings for assigned projects.</p>

	<p>Perform all facets of project delivery oversight for construction contracts and other projects as assigned. Keep daily project logs, process change order, inspect for compliance with contract specifications and perform final acceptance inspections. Prepare and process all required forms and documentation required to close out projects both fiscally and physically. Prepare and updates monthly status reports.</p> <p>Prepare solicitation packages for selection of professional services vendors including Architectural/Engineering and construction management firms. Reviews design progress for adequacy in satisfying project scope and perform final review and acceptance of completed designs prior to bidding.</p> <p>Procure and provide oversight of the architectural and engineering resources as required by the capital projects and CRDM programs. Ensure that architectural and engineering resources are in place in accordance with the needs of the facilities capital projects and maintenance staff.</p> <p>Evaluate project contracts to ensure that the FSU standards for maintenance, quality, component use and liability exposure are properly addressed.</p> <p>Represent the campus in pre-design, pre-bid, pre-construction, and progress review meetings as assigned.</p> <p>Direct and/or coordinate the work architects and engineers and contractors of university construction to ensure that all work conforms to plans and specifications. Resolve conflicts with contract documents, specifications, questions of substitute materials, construction methods, scheduling, and job delays. Prepare correspondence to the contractor or architect as required. Process contractor's requests for periodic payment of labor and materials.</p> <p>Coordinate with other governmental agencies for matters under their jurisdiction such as the Office of Fire Safety, soil erosion control, etc. to see that projects are completed in accordance with applicable laws, rules, codes, and regulations.</p> <p>Directs the one-year warranty phase of projects and reports</p>
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	<p>items requiring correction. Follows up to ensure that adequate measures are taken by the appropriate party.</p> <p>Supervise arrangement for and scheduling with affected departments of any interruption of utilities, power, steam/water, roads and parking caused by construction of the projects.</p> <p>Reviews preliminary and final plans and specifications and recommend changes in project specifications or design to improve constructability and contract administration.</p> <p>Direct, supervise and monitor activity and performance of project management staff, Campus Services Coordinator (Moving).</p> <p>Manage disposal of surplus goods following the policy.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p>
<b>Marginal Duties/Responsibilities:</b>	Serve on various University committees voluntarily or as assigned.
<b>Skills and Abilities:</b>	<p>Must be able to communicate effectively and possess a demonstrated ability and background to assume departmental administrative responsibilities and work harmoniously with all levels of University staff and vendors.</p> <p>Possess excellent written and oral skills.</p> <p>Knowledge of construction processes including building codes, fire and safety codes and requirements, estimating, project management, building materials, contracting and architectural design is crucial.</p> <p>High degree of skills and ability to coordinate and communicate effectively with a wide range of professional and contractor personnel.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Cover Letter</li> <li>• Unofficial Transcript</li> </ul>

<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	<p>Transcript 1: Applicants must attach a copy of unofficial transcript of Bachelor's degree in Construction Management, Architecture, Engineering, or other related discipline or equivalent work experience noted.</p> <p>Transcript must include Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
<b>Initial Application Review Date:</b>	October 24, 2022
<b>Open Until Position is Filled?:</b>	Yes
<b>Posting Close Date:</b>	
<b>Contact Information and EEO Statement:</b>	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at <a href="http://www.fsujobs.com">www.fsujobs.com</a>.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a>. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a>.</p>