

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Project Manager II
Location:	Big Rapids (Main Campus)
Department:	55403 - Plant Project Management
Advertised Salary:	\$65,000 - \$77,000 Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
FLSA:	Non-Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	Provides leadership and project management for technical and administrative projects related to maintenance, repair, renovation, and new construction. Projects will be completed through bidding and award to contractors, by University personnel, or a mix of both and will be consistent with University policies and procedures. Develops project scopes, budgets, determines appropriate method of project delivery, and prepares project request packages for approval. Research methods, materials, and systems, prepare project cost estimates, and assists in developing drawings and specifications required for bidding. Monitors and tracks all projects as assigned.
Position Type:	Staff
Required Education:	Bachelor's degree in Construction Management, Architecture, Engineering, or other related discipline or equivalent work experience.

Required Work Experience:	Four years of relevant professional experience as listed in education and skills with progression of job roles demonstrating increasing levels of responsibility.
Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Electrical Hazards • Inclement Weather • Moving • Reaching • Sitting • Twisting • Balancing • Climbing • Driving • Heights • Lifting • Heights • Pulling/Pushing • Repetitive Movement • Standing • Must be able to lift to 50 lbs. on occasion.
Additional Education/Experiences to be Considered:	<p>Five years or more of professional experience with progression of job roles demonstrating increasing levels of responsibility. Prior Project Management Experience. Prefer background including building construction related experience in a higher education setting.</p> <p>Possess demonstrated proficiency using computers, including the following software: AutoCAD, Windows, word processing, spreadsheets, Database, presentations, scheduling, and Internet. Project programming and budgeting experience.</p>
Essential Duties/Responsibilities:	<p>Assists with the programming, scheduling, and control of contracted and in-housework requirements as assigned.</p> <p>Conduct facility and systems inspections.</p>

	<p>Assists in developing project justifications, scope of work, budgets, project specifications, and drawings for assigned projects.</p> <p>Administers and maintains the Capital Renewal and Deferred Maintenance (CRDM) list and provides recommendations for annual CRDM spending. Administers and maintains the facilities condition assessment work list in relation to CRDM.</p> <p>Performs and accomplishes all facets of project management and inspection for construction contracts and other projects as assigned. Keeps daily project logs, process change orders, inspects for compliance with contract specifications and performs final acceptance inspections. Prepares and processes all required forms and documentation required to close out projects. Prepares and updates monthly status reports.</p> <p>Prepares solicitation packages for selection of professional services vendors including Architectural/Engineering, construction management firms, and other University partners. Reviews design progress for adequacy in satisfying project scope and perform final review and acceptance of completed designs prior to bidding.</p> <p>Represents the campus in pre-design, pre-bid, pre-construction and progress review meetings as assigned.</p> <p>Directs and/or coordinates the work architects and engineers and contractors of university construction to ensure that all work conforms to plans and specifications. Coordinates preconstruction meetings between all interested and affected parties as required to resolve questions of substitute materials, construction methods, scheduling, and job delays. Prepares correspondence to the contractor or architect as required. Processes contractor's requests for periodic payment of labor and materials.</p> <p>Coordinates with other governmental agencies for matters under their jurisdiction such as the Office of Fire Safety, soil erosion control 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>Supervises 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 as well as final plans and specifications and recommends changes in project specifications or design to improve constructability and contract administration.</p> <p>Reports directly to the Capital Projects Manager in Facilities Management.</p> <p>Responsible for project management for capital and on-going Maintenance or CRDM projects as assigned.</p> <p>Responsible for functioning independently with considerable technical and administrative latitude with regard to project preparation and construction management responsibilities.</p> <p>Responsible for maintaining the confidentiality of designated information.</p> <p>Any other duties assigned within the position classification area.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p>
Marginal Duties/Responsibilities:	Serve on various university committees as assigned.
Skills and Abilities:	Must be able to communicate effectively and a demonstrated ability and background to assume departmental administrative responsibilities and work harmoniously with all levels of University staff and vendors. Possess excellent written and oral skills. Knowledge of construction processes including building codes, fire and safety codes and requirements, estimating, project management, building materials, contracting and architectural design.

	Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter • Unofficial Transcript
Optional Documents:	
Special Instructions to Applicants:	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Bachelor's degree in Construction Management, Architecture, Engineering, or other related discipline.</p> <p>Transcript must include Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
Initial Application Review Date:	November 21, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<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 www.fsujobs.com.</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 ferris.edu. 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: Ferris Non-Discrimination Statement.</p>