

# **GORDON COLLEGE**

## ***Position Description***

### **Title: Construction Project Manager**

**Function:** A role in Construction Management at Gordon College involves leading multiple projects in a residential higher education environment and effectively managing projects while buildings and spaces are occupied. Under the direction of the Vice President for Finance and CFO and in cooperation with the Director of Facilities and Senior Director of Campus Planning, works with outside contractors and other campus stakeholders to ensure that assigned construction projects are built in accordance with budgets, plans, specifications, and deadlines.

### **Description of Duties and Tasks:**

#### Essential Responsibilities:

1. Assist Director of Facilities and Senior Director of Campus Planning with preliminary feasibility studies, drafting Requests for Proposals, and coordinating site visits with potential contractors.
2. With the coordination of the Director of Facilities, oversees assigned construction and renovation projects to bring them to a successful completion. This will include project supervision, working with Gordon faculty and administrators, architects, engineers, contractors, and building inspectors to complete assignments.
3. Develops detailed plans, timelines, and milestones, using scheduling software to track progress. This includes providing regular progress reports to campus stakeholders and the ability to manage expectations through all phases of active projects.
4. Represents the institution well with the town and government offices. Demonstrates proficiency in researching permit requirements with accuracy and navigating administrative processes such as permitting projects on behalf of the institution.
5. Regularly visits sites to monitor work, resolve issues, and ensure quality standards are met. Ensures all safety and environmental laws and regulations are adhered to. Actively works to mitigate risk to bodily injury or damage to buildings, adopting best practices for job sites and ongoing professional development.

6. Reviews and validates potential Change Orders from GCs and suppliers and provide approval recommendation. Coordinates procurement and delivery of materials necessary to achieve project goals. Reviews and enters GC Payment Applications and supplier invoices.
7. Generates contractor(s) punch lists and monitor their timely completion. Oversees building commissioning to validate that systems are operating as designed.
8. Assists Physical Plant employees in their work on construction and renovation projects.
9. Oversees and organizes all documentation of builds and other building plans, building warranty, and specification books. Works to digitize the institution's paper plans and establish a campus graphic information system (GIS) with a computer-aided design (CAD) library.

Additional Responsibilities:

1. Performs additional duties as appropriate or assigned.
2. When needed, works through the Physical Plant work order system and other campus departments to complete project assignments and work orders.

**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Bachelor's degree in construction management, Civil Engineering, Architecture, or related field. Eight (8) years of progressive experience in the supervision of construction projects, academic environment preferred.
2. An active Construction Supervisor License is required. Candidates without a current license will be given 6 months to achieve or renew licensure.
3. Strives to be a thoughtful and wise steward of campus project budgets, looks for ways to be creative for potential savings while balancing and accomplishing necessary projects.
4. Committed to the well-being of fellow employees and students, shows genuine interest, and takes the initiative to demonstrate care and concern for one another.

5. Ability to read and understand construction plans and specifications. Strong background in commercial/lab/industrial construction to include mechanical, electrical, plumbing (MEP) building system, structural, and building/safety codes.
6. Knowledge of planning and scheduling the workload, computer literacy, governmental regulations, and skills in supervision. Experience working with Project Management Software (e.g., Procore, PlanGrid, PowerPoint, Smartsheet, Asana, Trello, MS Project, Zoom/Teams, etc.).
7. Strong writing and verbal skills. Ability to perform tasks with discretion, poise, and confidentiality.
8. Team-focused, with a proven ability to execute and bring projects to successful completion.
9. Strong analytical skills with a creative approach to problem-solving.
10. Possession of a valid driver's license & ability to travel independently.
11. Ability to operate trucks, snowplows, backhoes, and use or operate power tools.
12. Ability to climb stairs and ladders and lift 70lbs.
13. Experience in commercial/academic purchasing.

Position Code: PLT-ASTDR-2

Grade: 7

FLSA Status: Exempt

Hiring Range: \$90,000 - \$125,000

In our Christ-centered community, faculty and staff affirm the College's Statement of Faith as an expression of their own theological convictions and agree to work within Gordon's community standards in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the Shalom Statement, which includes our desire to treat all individuals as equal image bearers of God through justice, equity, diversity, and inclusion.