

Sam Houston State University Human Resources

Staff Classification Description – Project Manager II

Skill Category: Professional
Position (Employee) Class: 3N408 (E1)
Grade: 24
Date: 02/2015

Department: As required by grant or project

Education & Experience Requirements: Bachelor's degree in architecture, engineering, construction management, or a related field. Master's degree preferred. Eight years progressively responsible professional planning, contract administration and technical supervision, construction, project management, or experience in a related field. Specific professional licensing or certification in related field desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Directs and coordinates activities of project personnel to ensure project progresses are on schedule and within the prescribed budget. Oversees the administration of the project and supervision of the assigned team members and consultants.

Supervision Given & Received: Works under minimum direction.

Primary Responsibilities: Directs the day-to-day project activities of designated projects, staff and consultants. Provides input on designated project budgets and schedules and reports progress to the Director. Executes construction contracts and maintains project performance with regard to project budget, schedule, quality control, and assurance. Plans, directs, and coordinates activities of designated projects to ensure that goals and objectives are accomplished within prescribed time frames and funding parameters. Reviews project proposals and plans to determine time frames, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources. Establishes work plans and staffing for each phase of project and arranges for recruitment and assignment of project personnel. Confers with project team to outline work plan, duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. Coordinates project activities with activities of government regulatory or other governmental agencies. Oversees the work of outside consultants, stops work if necessary, and recommend corrective actions to the Director. Makes recommendations regarding staff and consultant performance. Represents the University at meetings with governmental agencies and regulatory authorities. Coordinates submittal reviews. Attends preliminary meetings and conferences with approving agencies. Prepares construction specifications, cost estimates and construction documents. Provides leadership for team members and assists with development of professional and technical advancement. Performs difficult design analysis and tasks. Assists Construction Managers in accomplishment of their projects. Develops and maintains construction records. Assists the Director in preparation of construction documents, budget control, and in-house training of team members. Assures quality control of designated projects, reviews construction checklist with the assigned project engineers, and monitors construction efforts. Reviews daily reports from the project engineer and prepares weekly reports of construction activities. Participates in technical and professional societies and

civic organizations. Performs other duties as assigned.

Other Specifications: Adheres to University and Texas State University System Policy and Procedures. Maintains a positive and respectful attitude. Communicates regularly with supervisors about project issues. Demonstrates flexible and efficient time management and ability to prioritize workload. Consistently reports to work on time prepared to perform duties or position. Meets University productivity standards. Knowledge of design principles and planning, bidding, interpretation of plans and specifications, design and construction terminology; construction materials, standards, codes, laws, and regulations. Must be able to work in a fast-paced environment with demonstrated ability to prioritize multiple, competing tasks and demands. Applies principles of logical or scientific thinking to define problems, collects data, establishes facts, and draws valid conclusions. Interprets an extensive variety of technical instructions in mathematical or diagrammatic form. Deals with several abstract and concrete variables. Ability to negotiate effectively. Ability to assess quality of work. Ability to follow set procedures. Must exhibit confidentiality. Must have demonstrated ability in the planning, management, coordination, and implementation of projects designed to meet local, state, and agency requirements. Acts as a role model. Must have skills in oral and written communications, workload management, planning, and supervision of professional and technical personnel, leadership and interpersonal relations. Demonstrates excellent planning and organizational skills. Must have a professional appearance and manner. Computer literacy on PC, using MS Office, AutoCAD, and Project Management Software, eBuilder.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.