University of North Texas
Job Description

Purpose/Description
This position is responsible for evaluating physical facilities, coordinating and developing short-range and long-range capital facility improvement plans for the University of North Texas Facilities organization.

Representative Tasks
- Performs a variety of planning activities in the administration of the comprehensive facility Capital Renewal Program.
- Leads efforts for data collection and the reporting of program performance and facility assessment metrics.
- Works with internal and external resources to understand and facilitate campus needs and priorities.
- Completes planning studies of deferred maintenance needs.
- Collects, analyzes, adapts and develops quantitative, qualitative and graphic information for varying audiences/client groups.
- Collaborates with multidisciplinary teams to develop project plans and proposals, refining the scope of projects as needed.
- Administers consultant contracts and provides project support to consultants to ensure goals are achieved.
- Provides support for campus planning teams and project managers in planning and early decision making for campus development.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties or job may change over time in accordance with the ongoing needs of the Department.

Supervision

Received: Work completed autonomously. Receives general direction working from established policies and procedures. Supervisor sets overall objectives and resources available, and provides consultation to employee to develop deadlines, projects and work to be completed. Employee plans and carries out assignments, resolves most conflicts, coordinates work with others, and interprets policy on own initiative. Employee keeps supervisor informed of progress, potential issues or far-reaching implications.
Given: Typically acts as a lead, coordinating the work of others, but not a supervisor. Allocates work as a team leader, coordinates tasks for the team and may check on quality and work progress. May also act as a coach or mentor. May supervise hourly or student employees.

**Education and Experience**

Bachelor’s Degree in Construction Management or related field and five years of professional construction management, construction inspection or related experience; or any equivalent combination of experience, education, and training. The following knowledge, skills, and abilities are required:

- Knowledge of appropriate safety and security precautions appropriate to work performed.

**Licenses, Certificates or Registration**

*Required:* Possession of a valid Texas driver’s license or ability to obtain within 30 days of employment; ability to drive a vehicle and maintain coverage under University liability insurance policy, if required to drive University vehicles.

**Physical Job Requirements**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; regularly required to use fingers and hands to feel, grasp, operate or handle objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level on job sites is usually loud.