

Sul Ross State University Position Description

Official Title: Director of Facilities Planning, Design, and Construction

Job Code: 1440

Salary Group: Unclassified (12)

Summary

Function: Responsible for campus planning; developing, coordinating, and administering facilities construction projects.

Scope: Responsible for coordinating and executing facilities planning, design, and construction projects in accordance with State law and Texas State University System policies and procedures. Oversees facilities inventory function.

Duties

Essential: Administers, coordinates, and integrates facilities planning with other institutional planning, including implementation and update of the University Facilities Master Plan; oversees all phases of design and construction of new facilities projects and major renovation projects. Serves as the point of contact representing SRSU on these and related matters. Maintains all facilities records, including but not limited to, built drawings of constructed facilities, environmental surveys, infrastructure studies, facility condition assessment studies and record drawings of all land surveys. Oversee facilities inventory function to ensure proper classifications. Administers design and construction project contracts on behalf of SRSU. Collaborate with Texas State University System personnel in the delivery of all responsible projects. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times, and require that designers and construction contractors do the same. Other duties as assigned.

Non-Essential:

Supervision

Received: Reports to the Associate Vice President of University and Student Services

Education

Required: Bachelor's degree in Construction Management, Facilities Planning, Engineering, Architecture, or related field.

Preferred: Masters or advanced degree in Construction Management or licensed in the State of Texas as a Professional Engineer or Architect

Experience

Required: Five years progressively responsible construction management or related experience in the delivery of renovation or capital projects.

Preferred: Experience in management of School Districts, Colleges or Universities or private businesses that build and maintain a similar inventory of facilities such as the campus of Sul Ross State University.

Equipment/Skills

Required: General office skills; skills typically found in facilities planning, design, and construction (familiarity with CADD, blueprints, scheduling, cost estimating, etc) PC skills. Ability to read and interpret sketches, diagrams, schematics, and blue prints. Capable of developing budgets and schedules for the use in short and long term planning for the Associate Vice President for University and Student Services.

Preferred: Knowledge of how construction equipment operates, including capabilities and limitations.

Working Conditions

Usual: Office conditions; exempt from overtime provisions. Position is Security Sensitive.

Special: Travel required.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: February 2019