



**Office of Human Resources**

**POSITION DESCRIPTION**

<b>TITLE:</b>	College Projects Manager
<b>LOCATION:</b>	All Campuses
<b>REPORTS TO:</b>	Director of Facilities, Maintenance and Engineering
<b>GRADE:</b>	BOE 14
<b>WORK SCHEDULE:</b>	Non-Standard, 35 hours per week

**CCRI Mission:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:** Provide project management services to the College community including renovation, deferred maintenance and other College related projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate and work closely and cooperatively with maintenance/trades personnel to ensure consistency between new construction and major rehabilitation project designs for maintenance and repair requirements.
- Coordinate and issue narratives to Director of Marketing and Communications regarding notification of upcoming project schedules to the CCRI's community.
- Verify that all vendors are complying with the State of Rhode Island's MBE Compliance Office requirements concerning paying their MBE/WBE Subs.
- Sign off on all Design Team and Vendor invoices.
- Issue AOC's and REQ's as required.
- Write Bid Documents for projects that do not require an outside Design Team to prepare.

- Schedule progress meetings with staff and users during the design phases of new projects. Including progress meetings during the construction and closeout phases.
- Assist in maintaining a complete plan and specification record of the as-built condition of buildings, grounds, utilities, roads, etc.; assist in maintaining those records by utilizing the computerized data base, where available.
- Prepare, review and recommend modifications to plans and specifications for construction, renovation and deferred maintenance projects for compliance.
- Provide detailed inspection of construction, renovation and deferred maintenance projects. Provide liaison between customers, contractors and trades for project management. This includes support of regulatory agencies and building inspector.
- Monitor the progress of all new projects in design as it relates to the schedule to meet the goals of the College.
- Monitor thru site visits the quality and progress of all projects in construction.
- Alert the Design Team as required concerning quality and design issues that are discovered during site visits.
- Coordinate and identify the needs of staff and faculty that are to be incorporated into the design of new construction projects.
- Negotiate changes with the Design Firm during the Contract Period.
- Negotiate changes between the Contractor and CCRI during the Construction Phase. Suggest possible changes to the Design Firms revisions that reduce the cost to the project and still give the same outcome.
- Prepare and edit AIA Contract and AIA General Condition Documents for Design Team and Vendors.
- Recommend new construction, renovation and deferred maintenance projects.
- Monitor progress of construction, renovation and deferred maintenance projects, coordinate needs with design and construction agents, and issue reports.
- Prepare construction estimates for preliminary engineering and budget studies.
- Review construction estimates and schedules provided by Design Firms.
- Assist in the design and construction of a variety of architectural, engineering, maintenance and other associated projects the College undertakes.
- Provide liaison with outside agencies (federal, state, and local) regarding progress, completion and project close-out.
- Other related duties as assigned. Coordinate with State Purchasing regarding time frame for bidding of projects, issuance of addendums and acceptance of low bidder's costs.
- Work closely with Director of Facilities and Business Manager to identify future project costs and timing of projects.
- Work with Business Manager to spread out projects over multiple Fiscal Years for funding purposes.
- Maintain GANTT schedules of all projects.
- Prepare RFP documents for soliciting Bids from Architects and Engineers to design new construction, renovation and maintenance projects for the College.
- Work with CCRI Purchasing Department to solicit MPA Design Bids for new projects.
- Work with the IT Department to include all their needs into new construction projects.
- Review and edit final construction documents from Design Team for new construction and renovation projects. Submit REQ to Purchasing Department for bidding work.

- Review proposed changes with the Design Team during the construction phase and make recommendations where applicable.
- Prepare and coordinate with the Design Team the closeout of new construction, renovation and maintenance projects.
- Assist the College's Business Manager identifying potential cost exposures for new construction, renovation and maintenance projects over several years.
- Work with State Purchasing coordinating bidding of new construction, renovations and maintenance projects, including issuance of Addendums as required.
- Maintain a report of all projects identifying the status of each until the project is completed.
- Maintain a capital project report identifying each project and the projected or final costs inclusive of design costs.
- Prepare biddable construction drawings and specifications for maintenance projects.
- Prepare, edit and submit the yearly Capital Improvement Plan to the State Budget Office.
- Work with Correctional Industries developing plans for new furniture layouts. Issue REQ and schedule installations as required.
- Work with Faculty and Staff identifying their requirements for new furniture, working with Correctional Industries from the beginning until furniture is installed.
- Work with staff addressing concerns after new furniture has been installed that does not meet all their needs.
- Handle all warranty issues after completion of new projects.
- Forward all new projects construction documents to the State's Insurance Carrier, FM Global for their review and comments. Incorporate all comments into the final Bid Documents.
- Forward all new projects to Ameresco who provided energy upgrades at the Community College of Rhode Island.
- Work with the Business Manager and the Governor's Commission of Disability concerning projects that qualify for reimbursement.
- Develop content, in concert with Business Office for the College's 5-year Capital Improvement Plan (CIP) submission to the Board.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Other duties as required.

#### **QUALIFICATIONS:**

- Bachelor's degree in a related field required; Associate's Degree in Construction Management, Drafting, Engineering or similar technical discipline along with comparable experience will be considered.
- A minimum of five years of cumulative experience in construction management and administration required.

- Working knowledge of building code requirements and standard construction specifications is required.
- Ability to communicate effectively orally and in writing is required.
- Ability to organize, coordinate and supervise support staff is required.
- Ability to travel throughout the four College campuses is required.
- Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others.
- Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports.

**LICENSES, TOOLS AND EQUIPMENT:**

- Experience using a computer aided design and computer project scheduling systems preferred. (MS Project experience a plus.)
- Must be able to operate personal computers and use common business software applications (i.e. MS Word, MS Excel) and programs necessary for the daily operation of the Physical Plant (i.e. Finance, Purchasing, Preventative Maintenance, etc.).
- Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

- In case of emergency, must be on call on a 24-hour basis, 7 days/week.
- May be required to be present on any shift.
- Must be able to work in adverse weather conditions.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Associate Vice President for Equity and Human Resources, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://www.ccri.edu/campuspolice/clery/report/>