



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** College Projects Manager

**LOCATION:** All Campuses

**REPORTS TO:** Director of Physical Plant

**GRADE:** BOG 14

**WORK SCHEDULE:** Non-Standard, 35 hours per week

**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.
- 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 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.
- 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.

**Knight Campus**

**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 / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.