Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Capital Projects Manager

Department: Design and Construction Reports to title: Dir. of D&C/Facilities

Full Time: X Part Time: ________ Date Prepared: 3/15/2019

Job Group & Level: PT-3 Regular Daily Work Schedule: ___to ___

Pay Type: Weekly______ Monthly X_____ Months Per Year: 12___ Hours Per Week: 40

(Summer Months) Months Per Year:_______ Hours Per Week:___

1. Summary of Position:

Manage and oversee capital projects from design phase through completion of construction and occupancy. Serve as primary project liaison and manager for assigned capital projects and the project’s point of contact for supervisors, administration, and building users on campus. Act as a representative for the college when working with designers, consultants, vendors, contractors, legal counsel, accountants and local and state officials. Manage contractual term negotiation process, construction bidding process, and ensure performance of contractors and consultants. Negotiate change orders with contractors, monitor implications with project schedule, and manage consultants’ construction administration process for compliance with contract specifications and project close-out process.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

20% - Facilitate Programming and Design Processes:
Work with the Director of Design and Construction/Facilities, administration, and campus community and specific stakeholders throughout the planning and design phases of projects to
ensure appropriate involvement into programming and design processes, managing cost analyses, supporting the establishment of contracts with consultants and vendors, facilitating communication between all parties involved, documenting and maintaining records of documentation of issues, analyses, and decisions. Support the planning and design process through analysis utilizing professional experience in the Architecture/Engineering/Construction (AEC) industry.

20% - Oversee Construction Administration:
Serve as primary project liaison and manager for assigned capital projects. Ensure performance of contractors, consultants, etc. through constant comparison of work to contractual obligation. Identify potential cost-saving opportunities throughout the construction process as well as appropriate additional work that is in the best interest of the College. Manage the Request for Information process, ensuring timely response from all parties involved. Oversee change orders with contractors, monitor implications with project schedule, analyze for compliance with contract specifications. Also manage the inconveniences associated with construction to the best overall benefit of the College. Oversee and process all required forms and documentation required to close out projects both fiscally and physically.

15% - Budget Development and Management:
Develop project budgets including construction and soft costs, manage estimating processes with consultants and construction managers. Populate and maintain job cost accounting (jca) system for each assigned project maintaining real-time analyses projecting estimate-at-completion in ongoing manner. Develop and manage cost-containment strategies including suggested value-engineering, scope alteration as necessary to maintain budget. Report status regularly.

15% - Schedule and Resource Management Process:
Schedule and manage design and construction process with both College personnel and outsourced resources to the projects. Monitor the process of design and decision-making, watching for schedule, cost implications as well as decisions that may be counter to College-wide standards or goals. Manage involvement of various college constituents as required including communication of processes to ensure appropriate level of involvement and timely interactions to maintain overall schedule. Track multiple project schedules.

15% - Strategic Planning:
Assist the Director for Design & Construction/Facilities in making decisions, evaluating, formulating and making suggestions for all phases and aspects of the execution of capital projects.

10% - Bidding, Procurement and Contracting:
Manage construction bidding processes for consistent distribution of information and College goals. Performs analysis of contractor bids for capital projects. Coordinate, review and oversee contracting for construction and materials/equipment procurement. Legal term review, negotiation and documentation working with legal counsel.
5% - Perform other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

Internal and external interaction with a variety of contacts as follows;

Faculty, Administration, Staff, and Students – Point of contact for programming development process with involved stakeholders, ensuring good communication with consultants and overseeing their programming process. Work with the Director of Design and Construction/Facilities to develop understanding of relative priorities of user needs and desires and communicate to leadership for their decision processes. Communicate time frame and implications to implement and complete the work. Follow-up to make sure they are satisfied with requested work.

Building Trades Supervisor – Collaborate on operational perspectives of various aspects of capital projects, coordinate plan of action in emergency situations, and exchange thoughts and opinions on problems. Give and receive input on timing and value of actions taken regarding all work.

Consultants – Oversee and manage all aspects of consultant and sub-consultant teams associated with projects ranging from design to legal to accounting to cost estimating to surveying to specialty consultants.

Outside Contractors – Manage all aspects of capital projects related to contractor involvement.

Vendors – Manage all aspects of direct purchasing associated with capital projects.

4. **Education:** (include certifications and licenses)

Required:
- Bachelor’s Degree

Preferred:
- Bachelor’s Degree in A/E/C area; Master’s Degree in A/E/C area; project management certificate; building efficiency related certification

5. **Experience:** (List specific skills necessary to perform this job)

Required:
• 8 years of experience managing complex capital projects
• Strong written and verbal communication, and problem solving skills
• Experience with or commitment to working with a diverse community
• An acceptable criminal offender records information (CORI) check

Preferred:

• Project management experience as owner’s representative role
• Experience in higher education projects

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

• Limited lifting, pushing, pulling, and/or carrying objects up to 25 pounds. Requires constant/repetitive motions including fingers, wrists, and hands. Vision – normal concentration.

7. Decision Making:

Responsible for capital projects’ management, including projects up to $15,000,000 in project cost. Work mostly autonomously as College representative to projects, representing the needs of the college with designers, consultants, vendors, contractors, officials, etc.

Determines how to carry out job responsibilities; makes decisions based on professional experience outside of any established guidelines/procedures/policies.

8. Supervision Exercised/Received:

This position receives minimal supervision.

Supervisory Responsibility: Yes _________  No X_______

Number of Employees Supervised: _________