Amherst College
Office of Human Resources

JOB DESCRIPTION

Title:  Senior Project Manager for Capital Stewardship

Department:  Facilities  Reports to title:  Director of Design and Construction/Facilities

Full Time:  X  Part Time:  ______  Date Prepared:  ______

Job Group & Level:  PT-4  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:

Design and implement a new program to strategically integrate capital renewal projects with program-driven projects, energy-efficiency projects and other needs with the goal of maximizing value, minimizing impact on critical operations, and maintaining asset value. Generate multi-year projections of capital renewal funding requirements including modeling of the implications of various funding scenarios. Manage capital projects related to this program, all aspects including development, oversight of design process, negotiating contractual arrangements and costs, logistical management with college constituents, budget management, etc. These projects are anticipated to total $5M - $10M annually.

Design and implement a new program to assess and document facilities conditions and capital requirements to maintain the facilities portfolio. Prepare budget submittals for capital projects. Provide analysis to demonstrate the effectiveness of the college’s capital renewal funding. Report to the Director of Design and Construction, collaborate with key players in the facilities department, directly support office of budget and finance, and interact with the broader college community on projects. Ensure that capital renewal actions are consistent with the overall goals for facilities stewardship and enhancement.

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:

35% - Strategic Facilities Analysis, Assessment and Planning

- Develop and implement process to assess the physical condition of the campus’s facilities and predict capital reinvestment requirements, model multi-year projections and analyze various funding scenarios.
• Work with third-party consultants, in-house supervisors and division directors to develop facilities conditions assessments, projection of need, and cost estimates for the required capital reinvestment projects.

• Manage and analyze facility conditions and systems renewal data in a dynamic database that responds to renewal projects implemented and the ever changing condition of college facility condition.

• Develop analytical tools to enable integration of conditions renewal projects with a variety of other project types including energy-efficiency upgrades and programmatically-driven projects. Identify opportunities to bundle projects both vertically and horizontally to enhance overall value to the college.

• Use the database to perform sensitivity analysis that predict the college’s net asset value over time for various levels of capital funding.

35% - Project Management

• Develop approaches, methodologies, contractual structures and budgets for associated individual and bundled projects.

• Oversee selection and hiring of resources associated including design teams, contractors, and other resources.

• Manage all aspects of projects stemming from this program. Projects to include building-centric renewal and upgrades, multi-building systems-based projects, and large scale energy conservation projects, all integrated with programmatically driven changes.

15% - Department Partnerships

• Collaborate with project managers within Design and Construction to identify opportunities and strategies for how projects can be best coordinated or integrated to address capital renewal needs.

• Collaborate with the Energy Manager to identify Green Revolving Fund, Climate Action Plan and other efficiency priorities; determine how projects can optimally address capital renewal and achieve energy reductions.

• Collaborate with the Director of Facilities Operations to leverage operations technicians’ knowledge of facilities issues; provide guidance/collaboration for Operations’ capital budget requests for renewal projects, provide guidance on routine renewal projects that they implement and ensure that they are properly documented in the facility condition database.

10% - Budgeting and Finance

• Prepare budget submittals for the capital budget process in cooperation with the Director of Campus Operations Finance.

• Track project expenditures via the job cost management system.

• Provide periodic updates on budget status for projects

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:

Serves as a resource for the Facilities department and the college community. Regular internal and external interaction with various contacts at all levels of the organization (Facilities staff, Finance staff, faculty, other
college staff, contractors and service providers). Conducts complex interactions/communications including analyzing data, proposing and implementing projects, developing collaborative strategies, facilitating relationships, and negotiating contracts.

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

**Required:**
- Bachelor’s Degree
- An acceptable criminal offender records information (CORI) check

**Preferred:**
- Bachelor’s Degree in architecture, engineering or construction (AEC) or related field
- Advanced studies in AEC, LEED/LBC/Passive House accreditation or equivalent

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

**Required:**
- 10 years of project management experience in a facilities organization or closely related business.
- Familiarity with legal contact language especially negotiating terms, applying appropriate contract forms per project criteria, extra-contract legal understanding (labor, union, etc.)
- Ability to read, understand, interpret formulate plans specifications and cost estimates.
- Knowledge or experience in developing and tracking budgets.
- Strong verbal and written communication, and collaboration skills.
- Background with codes and permitting processes.
- Strong problem solving skills.
- Experience managing projects involving teams of design consultants and contractors.
- Strong organizational skills to be able to conceptualize and design a complex program.
- Experience with and commitment to working with a diverse community.

**Preferred:**
- Experience in higher education

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:**

The Manager applies principles of logical thinking to a variety of practical situations and makes decisions or recommends strategic action based on a combination of analysis, experience, and judgment. Additionally, the Manager works under the direction of the Director of Design and Construction but is expected to
independently make judgements within the established guidelines and protocols for the college, and has the latitude to design and implement the capital asset stewardship program subject to review by the Director of Design and Construction. The Manager provides information and analysis that enables the senior Campus Operations leadership team to make informed strategic decisions.

8. **Supervision Exercised/Received:**

This position receives minimal supervision by the Director of Design and Construction/Facilities.

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<th>Supervisory Responsibility</th>
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Number of Employees Supervised: _____0____