



# Amherst College Office of Human Resources

## JOB DESCRIPTION

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Title: Senior Capital Projects Manager

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

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: 11/11/2019

Job Group & Level: PT-4 Regular Daily Work Schedule: 8 to 5

Pay Type: Weekly \_\_\_\_\_ Monthly X Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_

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### 1. Summary of Position:

Assume leadership of project management for large and/or complex capital projects with significant levels of autonomy in most project management matters. Guide processes through excellent judgment and depth of experience balancing College priorities for best overall outcome. Responsible from project initiation through completion of construction and occupancy. Serve as primary project liaison and manager and the project's point of contact for College administration through early phases of project conceptualization, consultant selection processes, early budgeting and scheduling. Point of contact with all stake-holders on campus. Primary 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.

Take appropriate actions to support a diverse workforce and participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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## 2. Principal Duties and Responsibilities:

### 20% - Strategic Planning:

Provide analysis and recommendations re: strategic aspects associated with assigned projects for collaborative strategic decision-making process with supervisor. Guide other College constituencies in their roles relative to the projects, helping others to act strategically for the best overall success.

### 20% - Facilitate Programming and Design Processes:

Take on leadership role, leading administration, 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. Collaborate with/report to supervisor throughout. Support the planning and design process through analysis utilizing professional experience in the Architecture/Engineering/Construction (AEC) industry.

### 15% - Oversee Construction Administration:

Serve as primary project liaison and manager for major/complex 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.

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.

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

Requires ability to facilitate complex discussions, serves as a resource for the College community, creates complex written communications. Regular internal and external interaction with various contacts for the purpose of implementing policies, arbitrating decisions, facilitating relationships, and negotiating contracts.

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.

Director of Operations/Facilities – Collaborate on operational strategies relative to large scale/complex projects; manage routine aspects of collaboration including 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.

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4. Education: (include certifications and licenses)

Required:

- Bachelor degree in A/E/C area

Preferred:

- Masters degree in A/E/C area; project management certificate; building efficiency related certification
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5. Experience: (List specific skills necessary to perform this job)

Required:

- 10 years minimum experience managing building capital projects
- 3 years minimum experience managing large and/or complex building capital projects
- Strong written and verbal communication, 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
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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.
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7. Decision Making:

Must effectively make constant decisions relative to the project with minimal supervision on most matters. Must effectively elevate those decision points involving significant risk for collaborative process with supervisor. Work is very complex with constant changes in priorities.

Responsible for capital projects' management, including projects up to \$150,000,000 in project cost. Work largely autonomously as College representative to 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.

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8. Supervision Exercised/Received:

This position receives minimal supervision.

Supervisory Responsibility: Yes \_\_\_\_\_ No X \_\_\_\_\_

Number of Employees Supervised: \_\_\_\_\_