***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Assistant Director, Design & Construction Project Support**

Job Family: Design & Construction

Sub Family: Facilities Programming

**Job Summary:**

The mission of Design & Construction is to manage all renovation and new construction projects for the schools and administrative units at University of Maryland, Baltimore, as well as the capital construction program of the other University System of Maryland.

**Essential Functions:**

* Develop, standardize, and streamline project management policies and procedure in compliance with federal and state regulations and University System of Maryland and University of Maryland, Baltimore policies and procedures. Coordinate with local jurisdiction.
* Oversee and maintain the electronic project tracking system, eBuilder Management. Monitor project progress for compliance with CPM schedules and avoid and resolve potential project delays. Record any relevant or outstanding issues in project and/or technical difficulties.
* Determine the responsibilities and specifications for in-house projects by identifying project phases and elements, studying client requirements, assigning personnel, reviewing contractor bids, and preparing cost estimates.
* Develop and manage all design and construction projects archive system. Ensure documents are preserved and maintained in accordance to procedures.
* Responsible for individual design and construction project(s). Develops architecture and engineering scopes of work, develops budgets and schedules, reviews and negotiates fee proposals, manages design and construction progress schedules.
* Create a cohesive work team that works collaboratively to achieve unit’s goals. Oversees the recruitment, performance, and training of team members and continually reviews strengths and weaknesses of staff to maintain a well-trained, and highly involved.
* Perform other related duties as assigned.

**Minimum Qualifications**

Education: Bachelors Architecture, Engineering (Civil, Mechanical, or Electrical) or a related degree in Construction Management.

Experience: Ten (10) years spent progressively building a background in architecture, electrical, and construction functions

Supervisory: Three (3) years of direct management or supervisory role experience.

Licensure/Certification: Licensed Architect, Licensed professional Engineer or CMAA Certified Construction Manager preferred

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E2703H

SOC Code: 119040 IPEDS: Management

EEO6 Code: Professional State Code: 9332051

USM eCode: E3414J AAP Code: 3A