***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: **Executive Director, Design & Construction**

Job Family: Design & Construction

Sub Family: Facilities Programming

**Job Summary:**

The Executive Director, Design & Construction Services is responsible for oversight of all design and construction projects for the University, including renovation and expansion efforts at the University of Maryland, Baltimore (UMB) campus and all capital projects for the Baltimore Region. Provide leadership, vision and strategic direction to subordinate staff and other stakeholders. Collaborate with Facilities Management leadership to ensure the delivery of high quality service and planning. Represent the campus at the Board of Public Works. Participate in contract negotiations with architectural and engineering consultants and construction contractors. Advise key constituencies such as Deans and VP’s on all design and construction efforts.

**Essential Functions:**

* Provide leadership and guidance to a staff of senior management, engineers, architects, project managers, and in house design staff to plan, design and construct campus facilities and manage renovations and facilities improvements.
* Direct the Regional Service Center and UMB Design and Construction teams that provides procurement, project management and design reviews to other Baltimore area campuses for capital construction.
* Collaborate with the campus community to formulate plans, optimize space, and expedite renovation and construction of campus facilities.
* Represent the University with external entities such as the Board of Public Works, the State Legislature, design review boards, and historic preservation groups.
* In collaboration with the Capital Planning Office, provide guidance in preparing a campus master plan that establishes priorities for space utilization and renovations.
* Collaborate with Operations and Maintenance to establish and implement a comprehensive facilities renewal program and design standards.
* Direct the development and implementation of department wide policies, procedures and tools related to project management, design and construction practices, performance tracking and archives management.
* Create a cohesive work team that works collaboratively to achieve program’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.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Architecture, Electrical Engineering, Mechanical Engineering, Structural Engineering, Architectural Engineering, or Construction Management. State of Maryland Professional Engineer or Architect licensure may be subsituted for formal education. Masters preferred.

Experience: Fourteen (14) years of experience in project design, management, implementation, and assessment; and construction of institutional or commercial building projects. Experience in medical research environment preferred.

Supervisory: Five (5) years of direct management of recruitment, training, and professional development of staff. Directly responsible for the performance of management and staff.

Licensure/Certification: Registered and licensed with the Maryland Board for professional engineers or architecture 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: E2902J

SOC Code: 119020 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332062

USM eCode: E21260 AAP Code: 1C