***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: **Manager, Architect & Engineering Project Senior**

Job Family: Design & Construction

Sub Family: Facilities Project Mgmt

**Job Summary:**

Provide direction and control of multiple, simultaneous assigned design and construction capital and non-capital projects from conception to completion. Organize and control project resources, schedules, and costs. Act as liaison between internal clients

**Essential Functions:**

* Direct the development, implementation, and evaluation of the most complex designs for construction projects of the largest size (>$50M); direct, review, and approve design changes. Oversee and conduct the review of consultant design submissions.
* Review and manage all design activities and interface with key cross-functional groups. Plan and establish schedules and follow up performance against estimates. Apply design expertise to ensure accuracy of drawings and adherence to established organization.
* Perform analysis and design for projects and produce design drawings and specifications for bidding. Prepare addenda during bidding phase and change documentation as needed during the construction phase. Research technical options and alternatives.
* Manage compilation of cost control and statistical data. Manage development of material selection standards. Approve project specification and design standards. Report project status for the assigned projects. Review materials and methods, and questions.
* Direct individual design and construction projects of all sizes and levels of complexity. Develop architecture and engineering scopes of work, review and negotiate fee proposals, manage design and construction progress schedules.
* Provide visual inspection and quality control by monitoring construction progress. Ensure compliance with intended results, codes, regulations, and requested standards. Ensure projects meet environmental, safety, structural, zoning and aesthetic standards.
* Prepare budgets, bids, and contracts, and direct the negotiation of contracts. Provide support and/or technical advice to other departments and schools throughout the University system.
* Participate in interviewing and hiring contractors for proposed projects.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Eight (8) years of experience in project design, management, implementation, and assessment; and construction of institutional or commercial building projects.

Supervisory:

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: E0207G

SOC Code: 119199 IPEDS: Business

EEO6 Code: Professional State Code: 9311210

USM eCode: E3414J AAP Code: 3A