***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, Architecture & Engineering Project**

Job Family: Design & Construction

Sub Family: Facilities Project Mgmt

**Job Summary:**

Provide management and control of assigned design and construction capital and non-capital projects from conception to completion. Organize and control project materials, schedules, and costs. Act as liaison between internal clients and external.

**Essential Functions:**

* Oversee the development, implementation, and evaluation of complex designs; direct, review, and approve design changes. Oversee and conduct the review of consultant design submissions within professional discipline at interim submissions.
* Review and coordinate 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 organizations.
* 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.
* Oversee 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, questions.
* Participate in interviewing and hiring contractors for proposed projects.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Bachelors in Architecture, Electrical Engineering, Mechanical Engineering, Structural, or Architectural Engineering

Experience: Six (6) 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 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: E0205F

SOC Code: 119199 IPEDS: Management

EEO6 Code: Professional State Code: 9311210

USM eCode: E3414J AAP Code: 3A