***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, Commissioning**

Job Family: Design & Construction

Sub Family: Facilities Programming

**Job Summary:**

Reporting to the Director of Architecture, Engineering and Construction, the Commissioning Manager oversees the quality assurance program associated with major new construction and capital improvement projects. The Manager is an integral part of the design.

**Essential Functions:**

* Oversees commissioning and inspection activities for new and renovated facilities. With the design team, reviews project documents to understand time frame, budget, and project goals/expectations, analyzes and determines how to optimize building performance.
* Coordinates development of the commissioning plan, project startup, and turnover sequences. Creates and maintains commissioning and inspection related documents including: master specification, performance standards, standard functional testing and verifies.
* Reviews status reports prepared by commissioning staff and commissioning agents, and modifies schedules or plans. Reviews change orders related to commissioning systems. Prepares reports, including commissioning progress reports and the final commission.
* Oversees the inspection of new and renovated facilities to determine if the facilities adhere to construction project documents. Directs staff and participates in the visual inspection of construction projects and monitors construction progress.
* Supervises and manages the construction inspection staff. Develops work plans and assigns work to staff. Schedules inspection and commissioning related work. Coordinates with Project Managers. Attends design and construction project meetings.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Electrical, Mechanical, Structural, or Architectural Engineering.

Experience: Seven (7) years of experience performing commissioning and inspection activities

Supervisory: Leadership in Energy and Environmental Design (LEED) accreditation preferred

Licensure/Certification: Registered and licensed with the Maryland Board for professional engineer 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: E0206G

SOC Code: 474011 IPEDS: Natrl Rsrc

EEO6 Code: Professional State Code: 9445015

USM eCode: E3414J AAP Code: 3A