***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, Facilities Planning And Capital Programs**

Job Family: Design & Construction

Sub Family: Facilities Programming

**Job Summary:**

Provides direction and control of assigned design and construction projects from conception to completion. Coordinates assignments for Project managers; may supervise managers in the stead of Assistant Director. Manages own projects. Serves as a resource.

**Essential Functions:**

* Reviews and directs the work of contract planning and design consultants.
* Assist in preparation of RFP’s for solicitation of planning and building design services and participates in selection of contract consultants.
* Supervises or prepares facilities programs and cost estimates for capital improvement projects.
* Provides visual inspection and quality control by monitoring construction progress. Ensures compliance with intended results, codes, regulations, and requested standards.
* Reviews materials and methods, questions, conflicts, and changes. Manage client issues in relation to construction decisions and preferences. Research technical options and proposes solutions.
* Records any relevant or outstanding issues in project and/or technical specialty databases/ reports.
* Provide maintenance support and/or technical advice to other departments and schools throughout the University system.
* At intermediate level, determines the responsibilities and specifications for project(s) by identifying project phases and elements, studying client requirements, assigning personnel, reviewing contractor bids, and preparing cost estimates.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Five (5) years of experience of facility planning and building design project management

Supervisory: Two (2) years of supervision of trades for those positions central to large capital projects.

Licensure/Certification: Licensed Architect, Licensed professional Engineer depending on department need.

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: E0202G

SOC Code: 131110 IPEDS: Business

EEO6 Code: Professional State Code: 9311210

USM eCode: E40270 AAP Code: 3A