***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, 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:**

* Manage individual design and construction projects of the largest size (>$50M) and/or multiple projects of the highest levels of complexity. Develops architecture and engineering scopes of work, develops budgets and schedules, reviews and negotiates fees.
* Review cost estimates and leads/monitors estimate reconciliation and value engineering to maintain project budget.
* Coordinate with local jurisdictions and regulatory agencies to ensure compliance with all requirements.
* Monitor project progress for compliance with CPM schedules, avoiding and resolving potential delays.
* Provide visual inspection and quality control by monitoring construction progress. Ensures compliance with intended results, codes, regulations, and requested standards.
* Review materials and methods, questions, conflicts, and changes. Manages client issues in relation to construction decisions and preferences.
* Record any relevant or outstanding issues in project and/or technical specialty databases/reports.
* Manage department’s people, budgets, and other resources to effectively meet client needs.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors business, public administration or related field

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

Supervisory:

Licensure/Certification:

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: E0204G

SOC Code: 131110 IPEDS: Business

EEO6 Code: Professional State Code: 9311210

USM eCode: E40270 AAP Code: 3A