***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, Utility and Project Design**

Job Family: Design & Construction

Sub Family: Facilities Project Mgmt

**Job Summary:**

Manage and monitor the campus utility budget and the energy/utility management system. Develop seasonal environmental parameters to optimize the campus utility usage. Provide management and control of assigned design and construction capital and non-capital.

**Essential Functions:**

* Manage the data collection and analysis of utility related usage and costs. Record and track data to forecast projections for future. Participate in activities related to utility planning and reducing campus energy consumption and improving efficiency.
* Evaluate and coordinate the development, implementation, modification, and evaluation of complex designs; direct, review, and approve design changes and concepts with other architecture and engineering disciplines. Oversee and conduct the review of consumer.
* 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. Provide reports on assigned project status. Review materials and methods, questions, conflict.
* Oversee the management of individual design and construction projects of all sizes and levels of complexity. Develop A/E scopes of work, review and negotiate fee proposals, manage design and construction progress schedules. Coordinate document distribution.
* 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.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Electrical Engineering, Mechanical Engineering, 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 professional Engineer or Architect 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: E0206F

SOC Code: 119199 IPEDS: Management

EEO6 Code: Professional State Code: 9311210

USM eCode: E3414J AAP Code: 3A