***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: **Specialist, Facility Project**

Job Family: Design & Construction

Sub Family: Facilities Project Mgmt

**Job Summary:**

The Facility Project Specialist will have primary staff support responsibilities for a school’s operations including: facility management, space inventory, security, and public / environmental safety. This position will coordinate relocations in an occupation.

**Essential Functions:**

* Monitors School renovations; review materials and methods, questions, conflicts and changes. Mange client issues in relation to construction decisions and preferences. Provide visual inspection and quality control for renovations by monitoring construction.
* Coordinates complex office, laboratory, or worksite relocations in the School building(s).
* Coordinate maintenance and day-to-day operations for the School building(s), record relevant or outstanding issues.
* Coordinate the acquisition of services, equipment.
* Assist with space management for the School and help maintain technical specialty databases and reports. Verifies data and physical space characteristics.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: One (1) year of experience in project design, management, implementation, and assessment; and construction of institutional or commercial building projects.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E2632D

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9754804

USM eCode: E40140 AAP Code: 3B