



**JOB INFORMATION**

Job Code	NC10B
Job Description Title	Mgr II, Project Design
Pay Grade	FM17
Range Minimum	\$64,120
33rd %	\$81,220
Range Midpoint	\$89,770
67th %	\$98,320
Range Maximum	\$115,410
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/1/2010

**JOB FAMILY AND FUNCTION**

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design Management

**JOB SUMMARY**

Manages the architectural/engineering design, planning, program development, design/construction, bidding, and contract administration of numerous in-house and contracted projects ranging in scope from less than \$50,000 to greater than \$100 million.

**RESPONSIBILITIES**

- Presents design representations of project information graphically, in writing, and orally.
- Manages consultant services by enforcing contractual requirements, common industry practice, and university standards.
- Analyzes, documents, reports, and recommends corrective action concerning the condition of existing facilities to assist in forecasting and prioritizing anticipated costs and needs.
- Designs and illustrates solutions for projects on campus facilities.
- Manages financial documents to approve and expedite the processing of payments to external providers of goods and services.
- Manages and reviews design/construction documents to ensure they are accurate and prepared within professional technical standards, university standards, building codes, State Public Works and other applicable laws.
- Manages and revises project budgets to establish realistic project estimates that keep project costs within established budgets and return excess funds to the funding source.
- Develops, implements, manages and revises project schedule to establish realistic project timelines that keeps project delivery within established deadlines.
- Develops and manages facility design standards that meet established university guidelines.
- Performs as a liaison for Facilities to personnel within and outside of the university by representing Facilities in a positive and professional manner.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Building Science, Architecture, Engineering, or related field	And	4 years of	Experience in project management and construction.

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of project management, with awareness of related fields.

### MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

### WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

**Vision Requirements:**  
Ability to see information in print and/or electronically.