Position Description

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position: Facilities Project Manager</th>
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</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Core Hours: M-F; FT, 8:30 A.M. – 4:30 P.M.</td>
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<tr>
<td>Director of Facilities Services and Operations</td>
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<tr>
<td>FLSA Status: Exempt</td>
<td>FLSA Exemption: Professional</td>
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<td>Date: 01/02/19</td>
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Position Summary:
The Facilities Project Manager is responsible for coordinating significant construction projects throughout all phases of the capital construction process; leading and participating in process improvement initiatives within the Facilities department; adhering to the standards of ensuring projects remain on time and within budget; collecting, analyzing, and communicating project data using understandable and usable spreadsheets and reports (e.g. Gantt charts) regarding project advancement with various stakeholders across campus.

Essential Job Function:
1. Manage all aspects of a project life-cycle, defining processes, deliverables, timelines, risks and mitigation solutions
2. Define a clearly articulated scope and driving timely completion of projects, resulting in high caliber outputs
3. Knowledge of all types of capital construction project delivery methodology such as fixed price, multiple prime, time and material, design/build and guaranteed maximum price models
4. Thorough knowledge of all types of construction contracts, contract document preparation and negotiation.
5. Ability to develop accurate budgets, cost estimates, schedules and appropriate project financial controls
6. Direct and monitor implementation plan, resources and budget
7. Create, monitor, and track project milestones while providing regular status updates using project dashboards and Gantt charts
8. Develop communication plans, leading meetings and reporting on risks to appropriate stakeholders
9. Ability to effectively drive outside vendors to maintain project timelines while maintaining budgetary requirements.
10. Implement and manage change when necessary to meet project deliverables
11. Evaluate and assess results of project
12. Propose recommendations to project delivery and resolving conflicts
13. Under the direction of the Facilities Director, continuously evaluate organizational needs to develop, automate, and enhance processes, procedures, documentation, and reports;
14. Organize and manage data to achieve business needs efficiently;
15. Resolve problems by identifying cause and effect relationships or determining root causes of the issues;
16. Eliminate activities/work that does not add value to the College;
17. Proactively challenge existing conventions. Deliver solutions that blend process effectiveness and positive user experiences;
18. Collaborate with all levels of employees from departments across the College to facilitate reporting and data quality;
19. Complete audits, identify trends, determine system improvements, and assist in implementing needed changes;
20. Scan external environment to identify practices that may support institutional development required to meet future business needs;
21. Assist in the documentation of processes for Standard Operating Procedures;
22. Collaborate with finance team with regard to budget and financial reporting initiatives and related analytical work;
23. Undertake other project work as necessary.

Other essential job functions:
1. Attends trainings, professional organizations, and programming to keep skills current;
2. Maintains open communication channels to foster a harmonious working environment.

Physical demands:
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, occasionally crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

<table>
<thead>
<tr>
<th>OCCASIONALLY-0-35% OF TIME</th>
<th>FREQUENTLY-36-74% OF TIME</th>
<th>CONSTANTLY-75% OF TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td>Sit</td>
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</tr>
<tr>
<td>Walk</td>
<td>Lift/Carry/Push/Pull 0-10 lbs.</td>
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<tr>
<td>Drive</td>
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<tr>
<td>Reach</td>
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<tr>
<td>Bend</td>
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</table>
Climb
Crawl
Squat
Lift/Carry/Push/Pull 11-50 lbs.

**Working Conditions:**
1. Primarily administrative with exposure to toners and ink cartridges;
2. Seasonal displays may include hay, leaves, flowers, pine needles, etc.;
3. Some College events are held outdoors, which are subject to various weather conditions (heat, cold, wind, rain, snow).

**QUALIFICATIONS / PREREQUISITES**

1. **COMMUNICATION**
   a. Ability to effectively communicate with various constituents of the College including faculty, staff, supervisors, management, students, co-workers, and senior leadership using strong and understandable language skills verbally, in reading, written work and comprehension;
   b. Strong facilitation and presentation skills to influence diverse audiences, including senior leadership
   c. Communication must be professional, consistent with College values, mission and culture and consistent with a work environment that fosters mutual respect, trust, and a culture of teamwork;
   d. Must be able to read, speak, write, and fully communicate in English.

2. **ETHICAL BEHAVIOR**
   a. Demonstrates ethical behavior with regard to all position responsibilities.
   b. Ensures standard precautions are appropriately followed by contractors and subcontractors throughout all project phases.
   c. Ensures contractors and subcontractors abide by all College policies and procedures, including responsibility to ensure an objective and competitive bidding process is followed for all project and facilities-related work.
   d. Demonstrates fiscal responsibility by ensuring responsible use of time, uses sound financial discretion when sourcing parts, materials, services, maintains project budget within allotted limits.
   e. Demonstrates compassion by treating others with respect, avoids being judgmental, takes time to listen and react with understanding.
   f. Demonstrates integrity by working in a professional, competent manner, encourages project team to be responsible and take pride in their work.
   g. Demonstrates excellence by promoting quality work, stressing the need for continuing quality improvement and education.
3. **SKILLS**
   
a. Bachelor's degree in architecture, construction management, engineering, or a related field
b. Project Management Professional (PMP) certified or certificate in progress
c. Five years of relevant experience in project management
d. Five years of relevant facilities experience
e. Demonstrated ability to manage large-scale, complex projects
f. Proven process improvement skills;
g. Ability to read, analyze, and interpret directives and instructions;
h. Ability to acquire working knowledge of College policies and procedures;
i. Ability to understand national, state, and local codes (City of Reading and Muhlenberg Township) related to all phases of construction including accessibility compliance.
j. Ability to perform simple and complex mathematical calculations;
k. Ability to respond professionally to inquiries from faculty, staff, management, students, vendors, and consultants in a timely manner;
l. Ability to work honestly and with integrity;
m. Ability to work with the highest level of confidentiality;

n. Advanced computer skills including MS Office applications (Word, Excel, Outlook, PowerPoint), internet, e-mail, word processing, etc.;
o. Experience with project management tools
p. Ability to represent the department and College professionally
q. Ability to build, engage, and lead cross-functional teams
r. Exhibit resilience, problem-solving solutions and results-driven capabilities
s. Strong self-awareness

4. **EMPLOYMENT EXPERIENCE**
   
a. 5+ years of project management and/or process improvement experience.
b. 2+ years of database experience required.
c. 2+ years of experience working in Higher Education desirable.

5. **EDUCATION**
   
a. Bachelor’s degree+ in related business field required; or, equivalent combination of related work experience and education.

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<tr>
<td>Classification Analyst</td>
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This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.