

Position Description - Unclassified

Position Status:

Position Title		Position Number
Director of Capital Planning and Construction		E99641
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 mos.	-	Finance & Administration
Position Type		FLSA
Unclassified		Exempt
Reports to		Reports to Position Number
Vice President for Finance and Administration & CFO		E99686
Incumbent		University ID #

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The Director of Capital Planning and Construction (CPC) reports directly to the Vice President for Finance and Administration. Finance & Administration includes the departments of Capital Planning and Construction (CPC), Office of Budget and Planning, Accounting and Business Services, Facilities Services, Human Resources, Payroll, University Computing Services and Public Safety</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The Director of Capital Planning and Construction is responsible for all design and construction projects at Western Oregon University (WOU). The Director oversees all renovation and construction work associated with the University's master plan, which is aimed at modernizing and improving physical space throughout the campus. The position leads a team of project managers and is ultimately responsible for coordinating the implementation of the capital projects plan and the overall management of physical space in coordination with the expressed needs of academic programs and other relevant parties. The Director of CPC will ensure that all construction projects are completed on time and on budget and are supporting the Campus Master Plan.</p>

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
30%	<p><u>Campus Planning & Operations</u> – Oversee various campus remodel and maintenance projects, minor and major in scale, and Capital Repair projects. The Director of CPC reviews coordination and scheduling of projects with all campus departments involving both in-house tradesmen and/or contractors.</p> <p>Oversees the management of the construction process and budget of project development and tracks project progress. In addition to the above items, this position is responsible for coordination of all Capital Repair/Capital Construction and Emergency projects. This includes the fiscal as well as structural coordination.</p> <p>In collaboration with the Assistant Vice President for Operations, the Director of CPC inspects campus facilities to evaluate required maintenance projects, reviews purchase of large equipment and materials regarding the development and coordination of long-term Capital Improvement & Repair project budgeting and planning. The Director of CPC is responsible for developing, maintaining, and updating, as necessary, Building Inventories and University Construction Policy & Standards.</p>
25%	<p><u>Projects</u> - Provides ongoing management support of construction/renovation/maintenance projects representing the interests of the university including directions to architects, engineers, contractors and project managers, implementation of budget controls, project bid-ability, construct-ability, bid specifications, change orders, administration of various contracts, management of the inspections, and other project management requirements during the preliminary planning, documentation bidding, and construction phases of various projects.</p> <ul style="list-style-type: none"> ● Assists in the review and approval of contractors' proposed schedules. ● Assists in the review and evaluation of project progress and approval of requests for payment. ● Monitor’s construction document status, submittals, and as-built drawing preparation. ● Reviews requests for clarification and assists in interpretation of construction documents. ● Assists in processing and negotiating cost, scheduling change orders, and resolving disputes. ● Assists with the coordination of project close-out and move-in activities. ● Assists the Office of Planning and Budget in reconciliation of the Capital Project funds and Capital Repair funds to the general ledger and the filing of claims for reimbursement. ● Assists in the coordination of construction planning events with purchasing and contracts for scheduling and acquisition of large equipment. ● Assists with the development of building, construction, and renovation plans by meeting and consulting with architects, engineers, and appropriate university staff. ● Coordinate details, technical project descriptions, and specifications for contract architects and/or architectural and engineering staff.

	<ul style="list-style-type: none"> ● Liaison with HECC and local entities throughout planning and construction phases to provide information on project operations and progress and to receive input on the plans, schedules, interests, and concerns of the University regarding any projects. ● Responsible for Campus Master Plan revisions. ● Performs related duties as assigned.
20%	<p><u>Administrative</u> - Communicates daily with staff, campus staff, faculty, and students requesting maintenance project services or renovations. Communicates with other campus department managers regarding projects other than maintenance, for cost analysis and scheduling. Prioritizes and schedules work. Attends Facility Services project meetings. Authorizes and assigns work order requests. Approves project purchase orders. Manages project requests using developed computerized tracking methods and/or systems.</p>
15%	<p><u>Leadership and Human Resources Management</u>: Supervise staff members. Conduct interim and annual performance reviews of supervised personnel. Manage the recruitment, evaluation, scheduling, and training of staff members; including in-service or skills training.</p>
10%	<p><u>Budgeting, Financial Management and Control</u>: Responsible for assisting in the development and management of annual operating, capital repair and project budgets as they relate to the support of Capital and CIR projects, plant additions, maintenance and improvements.</p>

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor of Science in Architecture, Engineering, Construction Management, Business Administration, or Public Administration from an accredited college or university.
- Ten (10) years of related experience in construction management, surveying, testing of construction materials, and/or inspection of construction.
- Five (5) years of related experience in budgeting and financial management for capital projects.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Master’s Degree in Architecture, Engineering, Construction Management, Business Administration, or Public Administration from an accredited college or university.
- Experience in commercial construction and supervision of construction, project management and/or oversight of projects.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- 5+ Years of progressively responsible experience managing a facility planning operation, including management of a diverse staff of trades professionals and support staff: or an equivalent combination of relevant education and experience.
- Experience in the development of an organization's vision and Campus Master Plan while establishing and maintaining productive relationships with a wide-range of internal and external constituents which reflects a strong commitment to customer service.
- Experience in communication of facility planning and construction issues with a variety of constituents including entities such as the Higher Education Coordinating Committee, Legislators, Campus Administrators, state and local agencies, etc. to defend and gain support for a full spectrum of issues.
- Demonstrated experience and comprehensive knowledge of effectively leading an institutional organization; personnel management; budget and financial planning; and management of an institutional facilities planning or operation.
- Demonstrated experience working collaboratively within a multi-department unit.

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

X	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$ varies
X	Delegated authority to monitor budget	\$ varies
X	Limited approval authority for purchase	\$25,000
X	Purchase only with higher level approval	\$25,000+

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
X	Hire	X	Assign Work
X	Transfer	X	Recommend salary adjustments
X	Discipline	X	Approve requests (i.e. leave)
X	Dismiss	X	Respond to complaints/grievances
X	Layoff	X	Conduct performance assessments
X	Promote	X	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
X Teaching faculty	0	0
X Classified staff	0	0
X Unclassified staff	2	2
X Student Employees (average per term)	2	.5
X Other (specify)	0	

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
<ul style="list-style-type: none"> • Provide policy and technical recommendations to the Vice President of Finance & Administration as well as supporting agencies, contractors, and vendors concerning the construction, renovation, and refurbishment of structures. • In conjunction with the contractor, coordinates construction operations with any District and/or Federal agencies involved in the renovation and construction of university buildings. • Performs other related duties as assigned by Vice President for Finance and Administration

Additional Information:

List any additional information that would help describe the nature of the position.
<ul style="list-style-type: none"> • Daily prolonged walking and standing; climbing of stairs, slopes and walkways (buildings, residence halls); periodic running to incidents and emergencies on foot; climb ladders/fire escapes; routinely work in rain, heat above 75 degrees, ice and snow; work alone, at night and in the dark; lifting over 50 pounds (persons, barricades, boxes, etc.); bending and stooping (tunnels, moving items, etc.); sitting (driving, interviews, report writing); ability to tolerate heights (rooftops, stadium bridge). • Be available on-call after hours to assist and answer questions.

Acknowledgement:

Employee Printed Name	Employee Signature / Date

Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		