

Construction Project Manager

Recruitment #:	S2356
Review Date:	Immediate review Open until filled
Department:	Capital Planning & Construction
Salary Rate:	\$65,000 - \$75,000

Position Summary:

The Construction Project Manager will be responsible for managing both remodel and construction projects: Coordination and interaction with the Associate Director and architects in the area of research and design, preparing plans and specifications, coordinating with local, State and Federal agencies, instructing and coordinating contractors, maintain records of completed jobs, and preparing and monitoring project budgets. They will perform final inspections to assure project compliance and approve payments during projects and at completion. The Construction Project manager will perform on-site surveys regarding feasibility studies and cost estimates; Assist in the development of designs and specifications, Review projects during the development and construction period; Recommend/implement necessary remedial actions; Monitor project documents and coordinate purchasing and bidding requirements. Communicate daily with the Associate Director; Attend bi-weekly meetings; Assist in preparing, monitoring and overseeing the budget.

This is a regular, full-time, 12-month position in the Capital Planning and Construction office. Capital Planning and Construction office is a service-oriented organization charged with the responsibility of all capital projects at Western Oregon University. These operations affect the entire university faculty, staff, and student populations. The working conditions include, Climbing/Carrying ladders, Access roofs, utility tunnels and manholes, exposure to dirty, dusty, and noisy job sites.

Minimum Requirements:

- Bachelor's degree in Architecture, Civil Engineering, Construction Engineering, or a closely related field OR three additional years of relevant engineering and/or architectural experience
- Three years of engineering or architectural experience which includes one year of experience as a project manager for projects involving building construction and site development
- Excellent oral and written communication skills
- Experience using AutoCAD and Microsoft Suite, particularly Word and Excel

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.