

The University of Akron
Classification Specification

Job Title:	Mgr Facilities Projects	Job Code:	45171
Job Function:	Staff	Grade:	120
Job Family:	Classified	FLSA:	Exempt
SOC Description:	5000 Facilities Management Division	Date:	3/12;7/11;1/1/04;7/99

Job Summary:

Coordinate and oversee the activities relating to the constructions and remodeling of University facilities. Prepare and assist in the preparation of drawings for University related construction projects. Update drawings of existing buildings and site conditions for University files.

Essential Functions:

40% Coordinate and oversee construction and remodeling activities. Approve and inspect changes to the project including required paperwork and payment applications based on completed work.

20% Prepare drawings for interior/exterior projects, specifications and cost estimates for planning, scheduling and execution of University construction projects. Obtain permits as needed.

15% Review drawings and specifications prepared by outside consultants and coordinate with all user groups. Partner with associates through all project phases.

15% Update drawings of existing buildings and site conditions for University files by field verifying. Update and prepare University maps for various users, proposals and presentations.

10% Prepare various reports. Perform other duties as assigned.

Education:

Requires a relevant Bachelor's Degree in Architecture, Engineering, Construction Technology or related field.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years of construction field experience along with knowledge of structural engineering, plumbing, heating, ventilation, air conditioning and electrical principles. Strong communication, organizational, and computer skills including word processing, spreadsheet, database and computer aided drafting software required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.