**Utilities Project Manager Standard Job Description**

**Classification Title:** Utilities Project Manager

**FLSA Exemption Status:** Exempt

**Pay Grade:** 17

**Minimum Pay:** $101,575

**Job Description Summary:**

The Utilities Project manager is responsible for coordinating and managing projects and schedules to ensure adherence to budget and work scope.

**Essential Duties and Tasks:**

**30%: Oversee**

* Oversee progression of work to verify compliance with stakeholder requirements, and approved project construction schedule.
* Perform site visits, conduct job site meetings, assist with job site safety, project photos, status and schedule updates and conduct final acceptance.

**20%: Coordination**

* Coordinate with UES management to schedule construction sequence, manpower resources, and equipment.

**20%: Review**

* Review construction documents at various design phases; identify design problems and recommend improvements.
* Investigate potentially serious construction problems; implement corrective measures with input from other members of the UES and A/E teams.

**10%: Budget**

* Oversee management of financial aspects of projects and adherence to budget as work progresses.
* Procurement of equipment and materials; negotiation of purchase orders

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor's degree in construction science or engineering field or equivalent combination of education or experience
* Five years of related experience in civil construction, site development and/or utility plant construction, including experience in management of utility infrastructure projects involving at least two of the following – utility plant production, electrical, thermal, water or sewer systems.

**Required Licenses and Certifications:**

* State of Texas Class “C” Texas Driver’s License or the ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Analytical and problem-solving skills.

**Machines and Equipment:**

* University vehicle
* Computer

**Physical Requirements:**

* Ability to move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**