**Manager, Facilities and Construction Standard Job Description**

**Classification Title:** Manager, Facilities and Construction

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Facilities and Construction Manager, under direction, provides management as the main liaison for facility construction and maintenance projects at assigned Texas A&M University System (TAMUS) members or departments.

**Essential Duties and Tasks:**

**40% Project Management and Oversight**

* Serves as the point of contact in reviewing and approving project designs and construction documents.
* Tracks work requests, monitors construction progress, and performs constructability reviews of projects.
* Provides planning and oversight of projects, ensuring compliance with specifications and safety measures.
* Manages the construction process by monitoring budgets and coordinating logistics.
* Develops a five-year master plan for building sites and facilities for renovations and improvements.

**20% Inspections and Compliance**

* Inspects and reviews projects to monitor compliance with building and safety codes.
* Conducts walkthrough inspections and follows up on punch list items to ensure approved completion.
* Follows up on problematic maintenance issues within facilities.
* Prepares and submits progress reports and cost tracking documentation.

**10% Coordination and Communication**

* Coordinates with Facilities Management on maintenance and space planning topics.
* Liaisons with departments and external consultants to ensure successful project outcomes.
* Meets with Senior Directors and reports outcomes regularly to maintain project transparency.

**10% Inventory and Equipment Management**

* Oversees equipment and furniture moves related to property and inventory controls.
* Maintains accurate inventory records and conducts annual inventory certification of equipment.

**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 related field or equivalent combination of education and experience.
* Five years of related experience.

**Required Licenses and Certifications:**

* None.

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of building systems, fire and life safety codes, building codes, and accessibility standards.
* Strong background knowledge in facilities coordination.
* Excellent verbal and written communication skills.
* Ability to promptly respond to on-site emergency calls.
* Ability to read and understand floor plans.

**Machines and Equipment:**

* Computer: 20 hours.
* Telephone: 5 hours.

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**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?**

[ ]  **Yes**

[x]  **No**