

Senior Project Manager Capital Projects

Job Profile Summary

The Senior Project Manager is responsible for the day-to-day management of Architects and Engineers performing design development through construction documents, incorporating Washington University School of Medicine (WUSM) and Facilities Management Division's (FMD)'s Standards and Construction Initiatives. The Senior Project Manager is also responsible for the oversight of construction services for the campus. This position interfaces with and advises WUSM departments (pre-clinical & clinical) and central administration regarding design and construction issues for WUSM. This position also falls under the category of an Owner's-Representative model of construction management. Finally, it is important to note that this position is a full-fledged, integral member of the FMD team. All decisions made by the Senior Project Manager should take this into consideration to make sure the department is fully aligned in all aspects of a project.

Responsibilities:

- Oversees capital design and construction projects on and off campus focusing on quality, budget and schedule.
- Works closely and continuously with Washington University Medical Center facilities management counterparts – BJH, SLCH and BJC - to ensure seamless campus project integration and construction.
- Actively supports and aggressively implements both the Chancellor's Supplier Diversity and Sustainability Initiatives for achieving maximum participation.
- Implements departmental policies and guidelines associated with the Project Delivery Process for his/her areas of responsibility.
- Manages communication, project implementation and feedback with all external parties, including WUSM representatives, outside consultants and contractors.
- Interfaces with FMD counterparts concerning Planning initiatives, Facilities Renewal infrastructure items, renovations and/or new construction.
- Resolves customer service issues, including communicating with faculty, staff and WUSM leadership.
- Provides monthly financial forecast update information to the Director for all active construction projects.
- Assists in developing, maintaining and enforcing WUSM Architectural, Mechanical, Electrical, Fire Protection and Construction Standards.
- Utilizes historical project cost information and helps develop and maintain a WUSM D&C construction cost database for use for future project estimating.

- Closes out projects in a timely manner, including collection of as-builts, warranty tracking, O&M manuals and final project cost information.
- Provides consulting and problem solving support to Facilities Operations on all completed projects under his/her responsibility.
- Provides direction to Architects and Engineers to insure that WUSM programs and goals are clearly identified in Construction documents.
- Aligns contractors with their area of expertise and matches each to their project type.
- Achieves FMD operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality and customer-service standards; identifying trends; determining system improvements; implementing change.
- Enhances FMD and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Makes continuous improvement a priority, has a solid grasp of basic and advanced project management principles, along with having experience in successfully applying these principles.
- Understands the business need for each project and makes on-going decisions based on what's best for the organization, even if it means challenging stakeholders on critical success factors.