

**WASHINGTON UNIVERSITY SCHOOL OF MEDICINE
JOB DESCRIPTION**

DATE: 1-6-15

JOB TITLE: Engineering Project Manager - Capital Projects

JOB CODE: D0098A

GRADE: G 15

FLSA: Exempt

SUPERVISOR: Director

DEPARTMENT: Facilities Management, Capital Projects

POSITION SUMMARY: Manage all aspects of Medical School Construction Projects from Preliminary Planning through Project Closeout.

PRIMARY DUTIES AND RESPONSIBILITIES (Essential Functions)

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| 1. Working directly with department representatives, initiate the planning process by analyzing their program to develop project requirements as it relates to architectural, mechanical, electrical and plumbing items. | 10 % |
| 2. Consult with other FMD departments on specific facility requirements related to the targeted location/building for the project. | 05 % |
| 3. Evaluate the appropriateness of specific project requirements, develop scope narratives and recommend the most appropriate and cost effective solution for completing the work. Directs and guides consultants on specific project requirements, including the schedule, budget and School of Medicine Standards, Policies and Practices governing the work. | 20 % |
| 4. Manage consultants and contractors during the construction phase of the project focusing on the key metrics of quality, budget and schedule. Advise the appropriate authorities of major changes in project schedules or budgets, which may affect the overall construction work, or departmental operations. Prepares and/or directs the preparation of reports and analyses as required or requested. Applies knowledge of trends, information and application of standard performance measurement techniques and procedures. | 40 % |
| 5. During the construction phase, maintain compliance with WUSM Design and Construction standards, building and safety codes and other regulations. Interact with local building/code officials. Continually communicate with department representatives, other FMD divisions and Environmental Health and Safety. | 15 % |
| 6. Interact with Facilities Engineering in providing problem resolutions during the construction phase of the project. Ensure Facilities Engineering has complete project closeout documentation at the end of the project. Continue to monitor the project during the warranty period to ensure contractor compliance. | 10 % |
| | % |
| | % |

Percentages must total: 100%

MINIMUM EDUCATION/EXPERIENCE: A Bachelors of Arts/Science degree in Architecture and or Mechanical, Electrical Engineering. Minimum of 10 years experience in architectural project management and/or construction management related to complex science or clinical lab projects.

PREFERRED EDUCATION/EXPERIENCE: Computer aided drafting including BIM/Revit experience. Knowledge of Sustainable Construction methods and practices. Knowledge of various project delivery methods including Integrated Project Delivery and Design Assist approaches.

CRITICAL SKILLS AND EXPERTISE: This position requires a wide range of technical and professional experience in building design/construction, construction cost estimating, laboratory equipment, furniture and office equipment, asset verification and accounting principles.

REQUIRED LICENSURE/CERTIFICATION/REGISTRATION: Professional Architectural and/or Engineering registration preferred. LEED A.P. Certification preferred.

DECISION MAKING AND IMPACT: This position recommends for approval building and office space planning projects. This position recommends for approval various policies and procedures covering building planning for the School of Medicine.

FINANCIAL/OPERATIONAL IMPACT: Currently, within the Medical Center complex, the School of Medicine has 48 buildings, containing over 6.5 million square feet. Each year the School of Medicine funds a capital improvement and expense construction program of between \$40 and \$50 million which provides for the construction of over 160 individual building projects.

CONTACTS:

Internal – This position reports to the Director, Capital Projects. This position interacts with departmental contacts and other representatives of the Facilities Management Division.

External – This position directs the work output of engaged professional consultants, e.g., architects, engineers, space planners, etc.; city officials, building departments, fire marshals office, local utility representatives and contractors.

SUPERVISION:

Given – External - manage outside consultants. Internal - none.

Received – This position is guided by Local, State and National building codes, environmental rules and regulations, industry standards and School of Medicine policies and procedures and standards. This position adheres to a professional code of ethics in all dealings with professional consultants, contractors and other vendors.

CONFIDENTIAL INFORMATION:

Does the position have regular exposure to confidential material? No Yes
(If yes, please describe the nature of the materials and specify if patient information is involved.)

JOB LOCATION/WORKING CONDITIONS/EQUIPMENT:

Job Location/Working Conditions

Describe the normal conditions under which work is performed. Check as many as apply.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Normal office environment | <input checked="" type="checkbox"/> Requires extensive safety training | <input type="checkbox"/> Exposure to blood-born pathogens |
| <input type="checkbox"/> Stockroom or warehouse | <input type="checkbox"/> Alternative work schedules | <input type="checkbox"/> Exposure to chemicals |
| <input type="checkbox"/> High Noise environment | <input type="checkbox"/> On-Call (Beeper) | <input checked="" type="checkbox"/> Requires protective devices |
| <input type="checkbox"/> Dust, dirt, grease or other disagreeable elements | <input type="checkbox"/> Exposure to moving machinery | <input type="checkbox"/> Exposure to animals |
| <input type="checkbox"/> Patient care setting | <input type="checkbox"/> Handling of radioactive material | <input type="checkbox"/> Direct patient care setting |

Physical Effort

Check as many boxes as apply to describe the physical demands of the position.

Job Description

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Typically sitting at desk or table | <input checked="" type="checkbox"/> Typically standing or walking | <input type="checkbox"/> Typically running or climbing |
| <input type="checkbox"/> Typically bending, crouching, stooping | <input type="checkbox"/> Repetitive wrist, hand or finger movement | <input type="checkbox"/> Using tools requiring high dexterity |
| <input type="checkbox"/> Occasional lifting (>25 lbs) | <input type="checkbox"/> Occasional lifting (25 – 50 lbs) | <input type="checkbox"/> Frequent lifting 25 lbs or more |

Page 3**Equipment**

Check all boxes that apply to the equipment used to perform work associated with this position.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Office equipment | <input type="checkbox"/> Lab/research equipment | <input type="checkbox"/> Clinical/diagnostic equipment |
| <input type="checkbox"/> Simple hand tools | <input type="checkbox"/> Heavy equipment (buffers, mowers, forklift, etc.) | <input checked="" type="checkbox"/> Other <u>Hard hat and Safety glasses.</u> |

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified. Management reserves the right to revise or amend duties at any time.

**WASHINGTON UNIVERSITY SCHOOL OF MEDICINE
JOB DESCRIPTION - INSTRUCTIONS**

POSITION SUMMARY:

Using one or two sentences, state the major purpose, objective or function of the position and the end result it is intended to accomplish.

PRIMARY DUTIES AND RESPONSIBILITIES (Essential Functions):

Essential functions are the fundamental job duties regularly performed by an employee in the position. List no more than 6 primary duties in order of importance (beginning with the most important). Include the percentage of time spent on each duty. Each duty should count for at least 5% and the total percentage of time should equal 100%. Essential functions are those functions the incumbent must be able to perform unsupported or with the assistance of reasonable accommodations.

MINIMUM EDUCATION/EXPERIENCE:

State the minimum education, knowledge and work experience required to effectively perform the job.

PREFERRED EDUCATION/EXPERIENCE:

List any additional or desired education and/or experience that would enhance the capability of any employee to effectively perform the job.

CRITICAL SKILLS AND EXPERTISE:

Include all knowledge, skills and abilities relating to physical or mental conditions which are required to perform the essential functions of the job. Critical skills may include things such as ability to organize time and work independently, excellent oral and written communication skills, ability to handle confidential material, etc.

REQUIRED LICENSURE/CERTIFICATION/REGISTRATION:

List any licensing, certification or registration required to successfully complete the essential duties of this job.

DECISION MAKING AND IMPACT:

Describe the kinds of decisions made as part of the regular job duties. What guidelines, policies, or procedures are available to assist in making these decisions? What interpretation of information and judgment is required? What kinds of decisions are referred to supervisor? Include examples of decisions. What is the impact of these decisions on others within the work unit, across departments or university-wide?

Decision making statements may include things such as:

- Incumbent makes decisions on departmental purchases and expenditures in order to receive maximum value for dollars available
- Incumbent reviews information requests from inside and outside of the university and makes decisions regarding what information to share and when to refer complex requests to supervisor
- Decides when office supplies and materials need to be re-stocked

FINANCIAL/OPERATIONAL IMPACT:

Describe any significant financial responsibilities for which the position is held accountable. This includes work related to departmental and other budgets, revenues, contracts and grants. Provide information as to the position's specific role with this data and the annual dollar amount (e.g. annual budget of \$500,000).

CONTACTS:

Internal – Describe the nature, purpose, importance and frequency of contacts within the University. Occasional, incidental or infrequent contacts should not be considered. Internal contacts may include faculty, staff, students, etc.

External – As above, indicate contacts outside of the University. External contacts may include contractors, vendors, parents, alumni, etc.

SUPERVISION:

Given – List the number and level of employees this position supervises both directly and indirectly through other employees.

Received - Describe the frequency and types of interaction between the employee and the supervisor.

CONFIDENTIAL INFORMATION:

Indicate whether position has regular exposure to confidential information and describe the nature of the materials.

JOB LOCATION/WORKING CONDITIONS/EQUIPMENT:

Use checklist to indicate where work is performed, i.e., office, laboratory, several different facilities, etc, and describe physical surroundings in which incumbent works. Consider if any extraordinary conditions exist and include any physical requirements of the job and equipment used.

FOOTNOTE:

Job descriptions should include a closing statement as follows:

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