Required Application Materials

- A Resume is required in order to apply
- A Letter of Interest is required in order to apply
- A List of 3 References is required in order to apply

Additional Information

Purpose
To manage multiple projects simultaneously to successful completion. Under general direction of a Manager, provide professional project management in the planning, budgeting, scheduling, programming, design and construction of existing and new university facilities up to 10 million dollars per project.

Essential Functions
Provide consistent, timely, and reliable communication between all project stakeholders including clients, professional service providers, University personnel, and contractors to ensure that projects are thoroughly documented and understood. Provide excellent customer service to meet client needs and University standards. Demonstrate excellent leadership and management skills. Coordinate and plan activities to ensure the critical path and schedule for the project is maintained to meet appropriate completion deadlines. Prepare reports based on knowledge of existing conditions and codes, with sufficient client information and minimal design, to provide reasonable project budgets. Establish and maintain overall project schedule based on developed scope and budget. Ensure projects are designed and constructed within established time constraints and existing financial budget while meeting client needs. Provide excellent customer service to meet client needs and University standards. Demonstrate excellent leadership and management skills. Provide professional direction for the project team to achieve common goals and successful projects. Manage multiple projects simultaneously to successful completion and meeting demanding schedules. Procure the services of Professional Services Providers and help administer construction contracts and professional consultant agreements such that all parties meet the obligations of the contracts. Stay current with information relating to project management. Stay current with changes, new legislation, codes, building methods, and material and design construction standards impacting the execution of projects. Serve on committees, task forces, etc. to improve the departmental mission of project delivery. Represent Project Management and Construction Services at University events.

Marginal/Incidental Functions
Other related functions as assigned. May be required to drive university owned vehicles. Maintain acceptable driver rating as established in Policy: UTS157 Section 2.5.4.

Licenses: Class "C" Operator's Driver's License. Applicant selected must provide a current three year Driving Record from the current state of residence. If not currently a Texas resident, must obtain a Texas Driver's License within 30 days after entering Texas as a new resident.

Required qualifications
Project management experience with a Bachelors degree in Engineering. Two years increasingly responsible experience in the management of renovation and/or new construction projects. Knowledge of building codes including National Fire Protection Association-NFPA and International Building Code-IBC. Experience in the preparation and delivery of presentations, proposals, and estimates. Effective communication, interpersonal, and project management leadership skills. Project team members, and construction personnel. Computer experience with spreadsheet, word processing, and scheduling software. An understanding of construction specifications and sustainable design and construction processes. Current Class "C" Operator's Driver's License required. Prior to date of hire, applicant selected must provide a Motor Vehicle Report (MVR) showing a driving history going back 36 months. This includes all states resided in for the past 36 months. MVR will be evaluated to determine eligibility to drive a University-owned vehicle. If not currently a Texas resident, applicant must obtain a Texas Driver's License within 30 days after entering Texas as a new resident. Equivalent combination of relevant education and experience may be substituted as appropriate.

Preferred Qualifications
A Bachelors degree in Fire Protection Engineering. EIT and able to obtain licensure in the State of Texas within 2 years of taking position. NCET certification in fire alarm systems, automatic sprinkler system layout, and/or special hazard suppression systems. More than two years increasingly responsible experience in the management of renovation and/or new construction projects. Five years of experience in the design, installation, or commissioning of fire and life safety projects. Project Management Professional-PMP certification and credentialed as a LEED-AP would be desirable.

Working conditions
May work in all weather conditions. May work around chemical fumes. May work around ladders. May work in extreme temperatures. May work in all weather conditions. May work around ladders. Lifting and moving may be required. May be required to wear personal protection equipment.

A criminal history background check will be required for finalist(s) under consideration for this position. The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length. This position has the option to elect the Optional Retirement Program (ORP) instead of TRS, subject to the position being 40 hours per week and at least 135 days in length.

The University of Texas at Austin, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and employment eligibility to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification. Documents must be presented no later than the third day of employment. Failure to do so will result in dismissal.
UT Austin is a Tobacco-free Campus

Comments to: Human Resource Service Center, U.T. Job Central
For questions or concerns regarding equal opportunity only, contact Equal Opportunity Services.
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For more job information, call the Human Resource Service Center at (512) 471-4772, or toll-free at (800) 687-4178.