



Construction Manager

Department: Physical Plant/Planning Department

Recruitment #: S1719

Closing Date: Review of applications begins May 15, 2017. Preference given to applications received by June 5, 2017. Position open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in the Physical Plant at Western Oregon University in Monmouth. The Planning Department provides management services to meet the institutional and academic needs of the University community through efficient and cost effective planning, design and construction for projects on campus.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Minimum five years of experience in project and construction management and administration with comprehensive understanding of institutional and/or commercial construction methods and practices and electrical, mechanical and structural engineering concepts
- Direct experience obtaining building permits
- Ability to obtain and maintain an Oregon drivers' license
- Proficient in the use of spreadsheets and word processing software
- Excellent interpersonal communication skills

Preferred Qualification

- Bachelor's degree in engineering, architecture, or construction management/project management or related

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES

New Construction/Remodel Projects

- Coordination and interaction with the Project Committee and the architects in the area of research and design; prepare plans and specifications; coordinate with local, State and Federal agencies, instruct and coordinate contractors, maintain records of jobs, monitor project budgets and develop contracts
- Perform on-site surveys regarding feasibility studies and cost estimates for new construction projects; assist in the development of designs and specifications with the architect, consultants, and/or contractors; create bid documents and submit for permitting, coordinate and schedule projects with campus department and Planning Office involving contractors, sub-contractors, and vendors; manage the construction process and budget of project development and track project progress; perform final inspections to assure project compliance and approve payments during project and final completion

Construction Management

- Review projects during the development and construction period to determine conformance with plans, specifications, budget, building code, permit requirements, and schedule; recommend/implement necessary remedial action; monitor project documents, coordinate purchasing and bidding requirements, review and approve change orders; approve final commissioning of building construction projects

Administrative

- Communicate daily with the Director and Associate Director of Physical Plant; attend weekly leadership group and project meetings; lead related trades meeting on an as-needed basis; assist the Director in preparing, monitoring, and overseeing the budget for all construction projects; work closely with Facilities Engineer, Administrative Program Assistant and Accountant

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Unofficial copy of transcript for highest degree earned

As an alternative, you may submit application materials to:

S1719, Construction Manager, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

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committed to increasing the diversity of its workforce.**