



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 11/16/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Capital Projects
Status: Full-time, 35 hours/week
Grade: 16
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports to: Assistant Vice President, Administration

PRIMARY PURPOSE:

Responsible for coordinating, planning, and overseeing all Rhode Island College capital projects and management of the Capital Projects Office. Assist the Vice President in the administrative review of the budgetary and strategic implications of projects.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Responsible for assisting in directing and coordinating the College five-year capital improvement plan.
- Responsible for providing ongoing supervision, evaluation, and management of Capital Project staff.
- Responsible for the management of architects, engineers, and contractor's associated with departmental projects.
- Responsible for coordinating the planning, design, and supervision of new construction and assisting where appropriate with major renovations.
- Assist the Vice President in developing budgets and tracking costs of asset protection and capital development activities.
- Assist in the direction and coordination of campus master planning activities.
- Represent the College, as appropriate, with State offices, such as Properties Committee, Building Commission, Purchasing, and the Office of Higher Education.

Occasional Job Functions:

- Perform special analytical studies as assigned.
- Perform other appropriate duties as assigned by the Assistant Vice President, Administration.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in Engineering, Building Construction, or related field.

Experience:

Seven years of experience in a directly related position; two years of which have been in a supervisory or management role.

Skills, Knowledge and Abilities:

- Ability to read and interpret engineering and architectural drawings and documents.
- Excellent supervisory skills.
- Excellent verbal and written communication skills.
- Ability to interpret institution policies, plans, objectives, rules and regulations and prepare and present detailed studies and reports to include recommendation.
- Knowledge and understanding of AIA (American Institute of Architects) Construction Documents.
- Knowledge and understanding of construction administration procedures and terminology, and building, roadway, and utility design and construction.
- High level of competency with software management tools/applications.
- Ability to manage multiple projects at various stages and levels of complexity.
- Ability to understand and interpret construction schedules and review and approve contractor pay requisitions and contractor change orders.
- Ability to prepare annual and 5-year departmental work plans and budgets.

PREFERRED:

- Master's degree.
- Experience working with state agencies.

ENVIRONMENTAL CONDITIONS:

May be exposed to the following: adverse weather conditions such as rain, snow, extreme heat or cold; other conditions such as noise, vibration, fumes, etc.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.