

Project Manager

Position Details

Classification Information

Classification Title	Project Manager
Regular/Temp	Regular
Full-time/Part-time	Full-Time
Position Notes	All part-time and temporary positions must abide by the ACA rules and regulations. In addition, part-time positions must abide by Valdosta State University regulations including allowed hours worked.

Position Information

Position Title	Project Manager
Job Search Identifier	Staff
Proposed Salary	\$39,067
General Summary of Responsibilities	Provides project management for construction and design projects that support the mission of Valdosta State University. This position is responsible for the planning, coordination, budgeting and supervision of construction and design projects on campus. This job requires working knowledge of architectural/engineering design, commercial construction and project management. Skills in technical writing, communications, contract administration, report preparation and budget development are required. Work safely and follow all rules. Report unsafe work conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices. Complies with all applicable health and safety regulations, policies, and established work practices. This position is required to report to work in the event of an emergency at the campus. In the event of fire, flood, tornado, or similar emergency, the university needs to have designated workers to report to campus to assess and repair damages. This position is designated for that recall, and may be called in to work by appropriate VSU supervision.
Required Qualifications	Valid Driver's License and able to complete defensive driving course. Bachelor's degree in Construction, Architecture or Engineering or related field with five years' experience in field. Other degree's would be considered if there is relevant construction related experience. OR A minimum of ten years' relevant background and experience in construction management or design in lieu of required Bachelor's degree.
Preferred Qualifications	4 Years related HVAC design experience preferred.
Physical Requirements	Ability to perform the essential duties of the position with reasonable accommodation. Ability to communicate with reasonable accommodation.
Compliance Requirements	Position Requires completion of VSU's Annual Compliance Training course (such as State Business Transactions, Drug Free Workplace, Anti-Harassment Policy, Introduction to Information Security, Workers Compensation, Motor Vehicle Policy, USG Ethics Policy, Conflict of Interest/ Outside Activities Policy, Leave Procedures for Faculty and Staff, Georgia Open Records Act, Family Educational Rights and Privacy Act (FERPA), and Contracts 101. Supervisory positions require training in FMLA and Worker's Compensation. Position Requires a Criminal Background Check. Position May Require Credit Check (if using P-Card, working with Cash, etc.).
Position Full-Time/Part-Time	Full-Time, fully benefited (30+ hours)
Standard Hours	40

Essential Duties of the Position

The duties below reflect 90% of the employee's responsibilities. There is an additional 10% reserved for professional development and any other duties that may be assigned.

Job Duty	Manages, supervises, inspects and coordinates new construction and remodeling projects on campus with architects, engineers, contractors and University administrators
Percentage Of Time	40
Job Duty	Obtain quotes from contractors for work.
Percentage Of Time	10
Job Duty	Schedule and coordinate work from contractors.
Percentage Of Time	10
Job Duty	Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices. Complies with all applicable health and safety regulations, policies, and establish work practices.
Percentage Of Time	5
Job Duty	Facilitates and attends project construction bid openings, coordination meetings with contractors, architects and engineers.
Percentage Of Time	10
Job Duty	Create/update spreadsheets for job tracking. Invoice approval
Percentage Of Time	5
Job Duty	Update facility users on projects as they pertain to their department
Percentage Of Time	10

Posting Details

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Posting Number	S00643
Desired Start Date	
Open Date	02/15/2018
Close Date	03/16/2018

Reference Requests

Reference Requests

Accept Online References	Yes
Minimum Requests	2
Maximum Requests	3

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. What is your highest level of completed education?
 - High School/GED
 - Bachelor's Degree
 - Master's Degree
 - ABD
 - Doctorate Degree
2. How many years of supervisory experience do you have?
(Open Ended Question)
3. Briefly explain your experience with HVAC projects, or with project management.
(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume

Optional Documents

1. Cover Letter