

University of Houston – Clear Lake

Position Description

Job Title: **Director, Planning, Interior Design, & Contract Administration**

Job Code: **2286**

Pay Grade: **060** FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Architecture or Interior Space Design, or related field.	Master's degree in Architecture.
Experience	Three years in Facility design, interior design and planning in an architectural/engineering environment.	Prefer five years experience in a Facilities Management or in a physical plant environment or three years of experience in Facilities Management or physical plant administration in a supervisory capacity or at a higher educational system facilities office.
License/Certification		Registered Architect

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Assists the Assistant Vice President in the following capacities: Coordination and oversight of contract planning and administration. Manages all departments in the absence of the Assistant Vice President. Provides direct management and oversight of long term planning for deferred maintenance and capital renewal programs. Serves as the staff architect and administrative liaison between the Facilities Management and Construction division and other divisions, schools, etc. Oversees preparation, submittal, and updates of the campus master plan, space planning and utilization, classroom and events scheduling and all associated reporting requirements. Assure the preparation, correctness and timely submission of Coordinating Board reports. Provides project administration of most major construction and deferred maintenance contracts.

Duties and responsibilities

% Time

Primarily responsible for the preparation of request for proposals, invitations for bids, and related formal solicitation documents.	20
Assists in the development of policies, procedures, and standards to assure conformance with design criteria and compatibility with existing features. Coordinates and oversees the solicitation of professional service contracts.	15
Assists in developing project and operational standards for improving processes, brings projects in on time and under budget. Reviews plans and specifications, proposals, or other documents for sound engineering and architectural practices. Assures the preparation and submittal of the CMB005 report reflecting utilization of classroom and lab space. Accomplish state reporting via the student information and records system (SIRS), the correctness and final submission of the facility inventory report, and the MP1-MP4 forms. Performs other duties as assigned.	15
Serves as the contract administrator/senior project manager on major construction projects	10

accomplished by contract for build-to-suit projects.	
Assist with preparation of the annual budgets and long range planning. Assists in the development, implementation, and execution of divisional and university polices.	10
Assists in the planning, development, implementation, and execution of facilities maintenance programs. Directs the CAD operations for automating as-built drawings and maintaining guide maps and other plan records in auto CAD or GIS.	10
Oversees and coordinates campus planning, space planning and utilization, classroom and events scheduling and all associated reporting requirements. Assures correctness and timely submission of Coordinating Board reports.	10
Coordinates studies, inspection, evaluations, etc., with architectural/engineering firms and contractors to develop plans and specifications for construction and repair projects.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.