

Capital Project Manager Marian University

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Posted Apr. 19, 2023, set to expire Dec. 15, 2023

Job Title	Capital Project Manager
Department	Facilities
Institution	Marian University Indianapolis, Indiana
Date Posted	Apr. 19, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities Operations
Job Website	https://marian.peopleadmin.com/postings/2190

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Job Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Capital Project Manager who will promote Marian University's Catholic Franciscan mission and identity by facilitating successful completion of University construction projects across Marian University campuses. Marian University has an outstanding opportunity for a qualified, highly energetic, and ambitious professional to serve as Capital Project Manager. The Capital Project Manager is responsible for the coordination and management of Capital and Non-Major Capital Projects.

Reporting to the Assistant Vice President of Facilities & Procurement, the Capital Projects Manager's role includes supervision of construction contractors, architectural firms, engineering firms, consulting specialists, and associated university services during construction or renovation of facilities, and other related University initiatives.

Essential Duties and Responsibilities



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- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- Manage the development and implementation of capital budget projects ranging from \$5,000 - \$2,000,000, as well as Non-Major Capital Projects.
- Supports the process for selection of consultants, architects, engineers, contractors, vendors for University Capital and Non-Major Capital Projects.
- Consults with architects, engineers, contractors, vendors, and college departments in the planning and development of new construction or renovation/refurbishment of existing facilities.
- Assists in the preparation of the annual capital budget as well as collect and assemble capital budget requests from the campus.
- Maintains the current and projected status and cost of all University Capital and Non- Major Capital Projects to ensure that projects are completed to Marian University standards, on time and within budget.
- Provide support for Master Plan analysis, development, and implementation as required.
- Maintain and updates campus documentation for all campus facilities.
- Support in the creation of a space management/utilization inventory for all campus facilities.
- Supports and assists with University emergency or crisis responses in matters related to campus physical plant and facilities and/or security services.
- Attends professional development programs, workshops, and seminars to remain current on topics related to building design and construction, facilities management, governmental codes, rules and regulations and other subjects related to campus operations.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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