

## Manager, Construction Projects Alcorn State University

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Posted Jul. 9, 2024, set to expire May 10, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | Manager, Construction Projects  |
| <b>Department</b>           | Facilities Management   |
| <b>Institution</b>          | Alcorn State University<br>Lorman, Mississippi  |
| <b>Date Posted</b>          | Jul. 9, 2024  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Director/Manager  |
| <b>Academic Field(s)</b>    | Facilities Operations   |
| <b>Job Website</b>          | <a href="https://jobopps.alcorn.edu/postings/7247">https://jobopps.alcorn.edu/postings/7247</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### Job Summary

The incumbent directs contract management and project team activities for assigned capital buildings and smaller non-capital projects, from inception to final completion.

### Knowledge Skills and Abilities

- General knowledge of all phases of building construction.
- Thorough knowledge of casework fabrication/assembly/installation.
- Project coordination/management skills.
- Proficient computer skills, including Microsoft Office Suite.
- Good communication skills, verbal, written, and interpersonal.
- Skilled working with various construction materials and tools.

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- Ability to read and understand prints and shop drawings.
- Ability to work with limited supervision using standardized practices and/or methods.
- Ability to collaborate with others at multiple levels of the organization.
- Ability to work under pressure and meet deadlines.

### Essential Job Functions

- Coordinates meetings and other activities with user committees, consultants, contractors, planners, and others.
- Serves as the liaison with design consultants, contractors, University employees, and other areas as required.
- Provides surveillance and oversight over major and minor construction projects on campus.
- Handles construction projects management administration including contracts, project schedules, payment applications, change orders, warranty, and close out documentation.
- Inspects completion buildings and construction projects for compliance and acceptability.
- Reviews proposals and recommends contracts awards.
- Manages the design and construction phases of assigned projects.
- Administers project budgets and schedules.
- Prepares and presents construction progress reports.
- Coordinates with various company entities as required

### Qualifications

Five (5) years' experience in carpentry trade and/or casework fabrication.

### Contact Information

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

### Contact