

Manager, Construction Projects Alcorn State University

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

Job Title	Manager, Construction Projects
Department	Facilities Management
Institution	Alcorn State University Lorman, Mississippi

Date Posted	Jul. 9, 2024
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Director/Manager
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Academic Field(s)	Facilities Operations
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Job Website	https://jobopps.alcorn.edu/postings/7247
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Apply By Email

Job Description

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

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