

Manager, Construction Projects Alcorn State University

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Posted Sep. 24, 2024, set to expire May 10, 2025

Job Title	Manager, Construction Projects
Department	Facilities Management
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Sep. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities Operations
Job Website	https://jobopps.alcorn.edu/postings/7342

Apply By Email

Job Description

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.
- Ability to read and understand prints and shop drawings.
- Ability to work with limited supervision using standardized practices and/or methods.

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- 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