Capital Project Manager
Old Dominion University

Job Title	Capital Project Manager
Department	CAPITAL OUTLAY P/R REIMB
Institution	Old Dominion University
	Norfolk, Virginia
Date Posted	Jul. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities Operations
Job Website	https://jobs.odu.edu/postings/23745
Apply By Email	
Job Description	

Job Description

The position serves as the manager for both design and construction of ODU's Capital construction projects. This includes developing the scope for A/E services for award through procurement, ensuring the final design reflects the University's needs and priorities and complies with relevant code and regulatory requirements, establishing and maintaining the projects schedule and budget, managing the project construction stage, directing the state's project inspector, ensuring the final product conforms with design documents, and monitoring facility performance throughout the warranty period to protect the University's interests against concealed defects.

Knowledge, skills and abilities
Considerable knowledge of facility design and design process, cost estimating, building codes, construction documents, construction materials and methods. Excellent written and verbal communication skills. Effective negotiation skills. Proficiency in MS Word and Excel. Demonstrated

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ability to manage all aspects of multiple design and construction projects. Well-developed capacity for analysis and evaluation of complex design, construction and code issues.

Special licenses, registration or certification

Valid driver's license and insurable driving record.

Education or training

Bachelor's degree in engineering, architecture, construction management or a related discipline, relevant credentials in facilities and/or project management, or demonstrated success as a construction program manager.

Level and type of experience

Considerable experience in an engineering, architecture, construction management or a related discipline. Considerable experience in management of complex construction projects from design through delivery, including construction schedule and critical path analysis. Considerable experience in administration of construction budgets and experience in negotiation of construction change orders. Considerable experience in dealing with practitioners of major design disciplines

Additional Considerations (supplemental knowledge, skills, abilities, education, experience, licensure, certification)

Professional Engineer or Registered Architect credentials. Considerable experience in managing in multi-storied, complex design and construction projects. Considerable experience interacting with code officials in the Commonwealth of Virginia. Working experience working in scheduling software such as Primavera, Suretrack or MS Project. Working experience working in web-based project management software such as Procore, eBuilder, PCS or CoConstruct. PMP certificate.
30 Hour OSHA Training Course. Working proficiency in a range of Microsoft Office products including Word, Excel, Outlook, and PowerPoint

Conditions of Employment

This position is required to complete a Statement of Personal Economic Interest upon hire in

accordance with the Code of Virginia.

This position is designated as sensitive. A fingerprint-based criminal history check will be required of the final candidate.

This is an open until filled recruitment. This recruitment may close after the five-day required posting period when a suitable pool of applicants has been generated.

Contact Information

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

Contact

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