

Senior Manager, Capital Projects Coordination & Planning
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=227637>

Downloaded On: May. 11, 2024 8:49pm

Posted Dec. 15, 2023, set to expire Jul. 12, 2024

Job Title Senior Manager, Capital Projects Coordination & Planning
Department Physical Plant and Business Service Operations
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Dec. 15, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Facilities Operations

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Senior-Manager--Capital-Projects-Coordination---Planning_RQ27633

Apply By Email

Job Description

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Reporting to the AVP for Facilities & Campus Operations, the works with Stevens capital project teams, consultants, and contractors to ensure successful planning, implementation, and completion of campus capital projects.

Responsibilities include strategic planning, coordination and review of all capital project disciplines with

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special focus on campus MEP systems: HVAC, Electrical, Plumbing, Utilities, Energy, and Controls, and Fire Life Safety Systems. Provides both written and verbal reviews of construction documents. Manage the coordination between capital projects teams and campus facilities operation to ensure capital project work is consistent and complies with university established guidelines and specifications.

Develops short and long-term strategies for coordination and successful fulfillment of all capital projects to better position the campus in terms of reliability and sustainability. Coordinates, plans and performs design reviews of constructions documents including architectural and engineering drawing and specifications. Engineering includes chiller operations, boilers (low pressure steam/hot water) refrigeration and freezer equipment, fire alarm, sprinkler/standpipe systems, plumbing systems including domestic hot and cold water, waste systems, electrical systems including normal (26kv, 120v through 4160v) and emergency power including cogeneration units, emergency generators, fuel oil systems, ATS's, monitoring, and lighting. HVAC (Heating Ventilation and Air Conditioning) systems including air handlers, digital controls, and control air systems. Fire Life Safety Systems including fire detection, alarms, fire suppression, such as sprinklers and other systems. Utilities including electrical, water, sewage, natural gas, and fuel oil.

Coordinates campus shutdowns, start-ups, and testing; of MEP/FP systems to provide safe, efficient, and uninterrupted operation and maintenance of plant systems.

Reviews and advocates for Sustainable and Energy Efficiency in capital project designs to the greatest extent possible. In collaboration with capital project teams, reduce the university's dependency on fossil fuel burning equipment. Assists Stevens sustainability team with energy management efforts, including tracking of consumption and incentive programs. development of energy savings opportunities.

Familiarity with all types of mechanical electrical, plumbing systems, building automation systems, energy conservation programs, utility distribution systems, is required.

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Principal Responsibilities:

- Demonstrates knowledge of the University's Construction and Service Standards and incorporates them into the performance of duties.
- Responsible for capital projects coordination and ongoing review of Mechanical, Electrical, Plumbing, Fire Protection, Energy Management, Building Management, Controls and Utilities systems.
- Prior to installation, review design drawings, shop drawings and submittals for compliance and completeness. Provide written reviews to Project Managers and the AVP of Facilities.
- Communicate progress and prepare appropriate reports as needed and requested.
- Troubleshoot and assist in the resolution of field installation issues.
- Prepares written reports and maintains appropriate records.
- Work with in-house and outsourced sustainability personnel to develop and advance Stevens' sustainability programs and reduce dependency on fossil fuel burning equipment.

Responsible for Project Closeout Process:

- In the final phase of construction, before a project is handed over to Stevens, work with Project Manager and contractors to obtain substantial completion documentation including:
- Completion of Punch List Items.
- Submission of Closeout Documents, As-builts, etc.
- Final Inspections.
- Training and Operations Manuals
- Temporary or Permanent Certificate of Occupancy.
- File and record receipt of these documents in accordance with University Records Retention Policy.

Qualifications:

- Bachelor's degree in mechanical or electrical engineering, or related discipline is preferred or

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equivalent knowledge and experience with mechanical and electrical systems, including commissioning is required.

- Five to seven years' experience in campus or other complex 24/7 environment.

Key Competencies:

- Communication Proficiency (oral and written), Technical Proficiency, Problem Solving/Analysis, Customer Focus, Leadership, Relationship Management, Team Orientation, and Multi-Tasking.
- Experience with critical system environments preferred.
- Ability to read and understand construction specifications, blueprints, and single line diagrams.
- Excellent computer and systems knowledge; Strong literacy in Microsoft Office Suite.

Working Conditions/Physical Demands:

- Adheres to departmental and University guidelines concerning safety, rules of conduct.
- Maintains a professional appearance.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related

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medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff and student body and strongly encourages applications from female and minority candidates as well as veterans and individuals with disabilities. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. You can obtain a copy of this report by accessing the following web site: <http://www.stevens.edu/sit/police>

Department

Physical Plant and Business Service Operations

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Academic Submission Guidelines:

Please submit:

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Cover letter

- Curriculum vitae
- Research statement
- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
- Contact info for at least 2-3 references (school-specific; please refer to job posting)

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NSF ADVANCE Institution Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Jeanne Clery Disclosure:

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Contact Information

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

Contact

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