

THE CATHOLIC UNIVERSITY OF AMERICA

Senior Director, Capital Project Management (full-time, 35 hours/week)

Facilities Planning and Management

Position 101851

Position Summary: The Senior Director of Capital Project Management, reporting to the AVP for Facilities Planning and Management, will work in close collaboration with university leadership, faculty and staff as a steward of the institution, advancing the quality and functionality of the physical environment and resources that comprise the Catholic University campus. The position is responsible for capital project planning, scheduling, and budgeting, and for the selection, hiring, and monitoring of design professionals, construction management firms, and contractors as needed to execute work; directs and administers oversight and implementation of CUA design standards; directly supervises CUA project managers engaged in capital project work.

The Senior Director of Capital Project Management contributes at a high level to the development of long range university capital planning, leads the construction planning and management of all capital projects, oversees space planning, management, and inventory. The Senior Director is responsible for creating a highly motivated, healthy work environment and well-organized department that can achieve quality results through teamwork and collaboration with units across campus and within the Department of Facilities Planning and Management.

Essential Responsibilities Include: Provide leadership and oversight to the University's design and construction program to ensure projects are completed consistent with institutional, stakeholder and client needs. Develop and maintain systems, processes and procedures that lead to consistent and desirable project results. Plan and organize strategic initiatives and long-range programs leading to effective stewardship of buildings and facilities. Consult with and advise the Associate Vice President for Facilities Planning and Management in strategic plan and logistical matters related to capital projects. Build effective relationships and practices with design and construction business partners to accomplish institutional project goals. Develop creative and innovative methods for improved project delivery ensuring optimal value for capital investments. Implement policies and practices to ensure cooperation between design and contractor teams, and coordination of work. Establish high standards of professionalism and accountability for designers, contractors and vendors engaged in CUA projects to ensure cooperation and quality outcomes. Develop and maintain strategic initiatives for improving stewardship of campus facilities through close coordination with staff of Planning and Design, Maintenance and Operations, Facilities Services and Environmental Health and Safety. Work closely with directors and other staff to develop resources (i.e. campus design standards, project plan review process, commissioning, etc.) that will help guide decision-making relative to capital expenditures. Provide leadership in directing change and improvement in work methods, practices, and performance standards. Monitor staff performance and customer service standards and budgets. Select, train, evaluate performance of assigned managers, supervisors and support staff and recommend salary increases, promotions and/or discipline or dismissals. Lead organizational efforts to improve workplace safety. Provide, to campus administration and staff, technical leadership, advice and guidance on matters related to architectural and engineering design, construction delivery, contract administration, and project budgeting. Support and provide advice and guidance on avoiding or resolving contractual claims and disputes. Ensure design and construction activities are conducted in a manner that avoids or minimizes disruptions to normal campus operations. Oversee and manage all construction budgets; confirm availability of funds, maintain expenditures within approved budgets, certify satisfactory and timely completion of work performed under contract; determine that expenditures are within the approved design parameters and scope of each project. Facilitate interaction between FMO and EHS departments, managers, supervisors, etc., with providing support in planning, designing, inspection, and commissioning of renovation and new construction activities. Ensure that University facilities are designed and constructed compliant with fire and life safety codes, applicable building codes, regulatory and statutory requirements, Campus Design Standards, and University policies and practices. Provide leadership, analysis and strategic direction in identifying and implementing new and revised processes and procedures to achieve an integrated project delivery system focused on customer service and facilities stewardship. Maintain appropriate records, submit reports as required; advise Associate Vice President for Facilities Planning and Management and/or other levels of University administration on the status of all design and construction projects as required. Consult with University clients and staff to identify needs and services and explore opportunities for operational improvement. Respond, in a timely and complete manner, to inquiries and concerns from University staff, faculty, students and public relative to services provided. Formulate internal administrative and operational policies, regulations and

procedures, and oversees implementation; develops departmental long term, and short term goals. Ensure all operations within the department are conducted in accordance with appropriate safety regulations and University ethics policy guidelines. Candidates must demonstrate solid senior management experience in leading diverse and complex operations. Ideally, this individual will have at least fifteen years of experience in the design and/or construction industry, including at least five (5) years of facilities management experience within higher education or other complex environments, coupled with significant budgetary responsibility. Candidates must have:

- Service orientation and flexibility with respect to change and progress; seeking information about the real, underlying needs of the customer, beyond those expressed initially, and acting to address those needs.
- Outstanding leadership ability combined with a depth of intellect, and an appreciation for human dynamics; a pragmatic leader rather than a power broker, a team player that builds bridges and clears paths to resolutions by resolving conflicts.
- A proven track record that includes positions of increasing responsibility in facilities management within a complex higher education institution, or other appropriate environment.
- A general understanding of construction contracting legal issues and precedent and an ability to negotiate successful outcomes to complex contractual issues.
- Ability to effectively serve and please multiple constituencies commonly found in public higher education.

Minimum Qualifications: A bachelor's degree in Architecture, Engineering and/or Construction Management from an accredited college or University is required. A Master's degree in Architecture, Engineering and/or Construction Management is *preferred*. At least fifteen plus (15) years managing large multiple design and construction projects with at least (5 years) experience leading and supervising staff, in the private sector or in a University setting; Experience in design, construction and facilities support; Extensive knowledge of construction means and methods, project delivery methods, contract procurement, contract administration, project scheduling, budget oversight, and ability to successfully manage multiple deadlines successfully.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to **(salary expectations are considered part of application process):** CUARecruitment@cua.edu. Reference position 101851 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

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