

THE CATHOLIC UNIVERSITY OF AMERICA

Director of Construction Services (full-time, 35 hours/week)
Facilities Planning & Construction
Position 101915

Position Summary: The Director of Construction serves as a senior administrative head reporting to the Assistant Vice President for Facilities Planning and Management in the planning, and construction of long-range university capital projects. The Director is responsible for oversight and coordination of multiple projects ranging in size and complexity and occurring simultaneously, each with its own budget, timeline, client contact, and funding source. The Director will shape and manage all work related to construction of capital projects including planning, budgeting, coordination, and scheduling of construction projects on campus, from early project planning stages and pre-design through project close-out and occupancy. Working closely with The Director of Planning and Design, The Director of Construction oversees ongoing development and implementation of CUA design standards; directly supervises construction project managers, consulting engineers and architects engaged in projects and responsible for capital project success. The Director of Construction will participate and advise in selection of design and engineering professionals, and construction management firms for all capital projects, and will lead the bid process for capital projects.

Essential Responsibilities Include: Provides leadership, administration, and management of the Construction Department to establish and implement innovative, effective and ethical standards for construction on all capital projects including new construction, renovation and utility infrastructure; collaborates closely with other Facilities Operations departments to ensure excellent communication with university constituents impacted by projects and achievement of established goals for all projects. Serves as advisor and consultant to Associate Vice President for Facilities Planning and Management and to the University administration as required in matters relating to project delivery methods, construction procurement, construction means and methods, and all other aspects of construction. Interprets and ensures compliance with all pertinent codes and regulations which apply to facilities design, engineering, and construction. Directs and oversees construction projects and/or services, providing direction to staff project managers and outside consultants as needed. The Director must be intimately familiar with DC building codes and regulations for construction and with internal university processes as well in order to ensure compliance with specifications and contractual agreements, fiscal controls, and legal obligations of the university. Ensures compliance with all University policies, regulations and procedures with related construction, construction contracts, and fiscal transactions. Prepares, manages, and controls the department's operating budget; prepares annual operating budget requests, monitors, and controls operating expenditures; works closely with other departmental managers on planning, implementation, and coordination of new construction, renovations, and major maintenance projects related to all aspects of the campus.

Works closely with project managers through pre-construction phase of major capital projects to ensure consistent development and management of all project budgets, schedules, and construction documents to ensure quality outcomes. The Director will work closely with the Director of Facilities Planning and Design and outside consultants on cost estimates developed throughout pre-construction phases to ensure realistic and competitive pricing for all construction services is provided to the design team, and university leadership throughout the process. Director works with internal agencies and processes to establish project budgets for capital projects, confirming availability of university funds, monitoring and documenting expenditures within approved budgets, working with project managers and university "clients" to certify satisfactory and timely completion of work performed under contract; determines that expenditures are within the approved design parameters and scope of each project. Facilitates interaction between Facilities Planning and Design (FPD), Facilities Maintenance and Operations (FMO), and Environmental Health and Safety (EHS) departments, managers, supervisors, etc., with providing support in planning, constructing, inspection, and commissioning of renovation and new construction activities including utility infrastructure. Maintains appropriate project records, submits reports as required for all capital projects as they transition into construction document phase and preconstruction; advises Associate Vice President for Facilities Operations and/or other levels of University administration on the status of all construction projects. Serves as liaison and interacts with University departments, government agencies, associations, and other external groups as necessary regarding construction and construction related activities. Formulates internal administrative and operational policies, regulations and procedures, and oversees implementation; develops departmental long term, and short term goals. Ensures all operations within the

department are conducted in accordance with appropriate safety regulations and University ethics policy guidelines. Performs miscellaneous job-related duties as assigned.

Minimum Qualifications: A Bachelor's degree in Architecture and/or Engineering and/or Construction Management from an accredited college or University is required. A Master's degree in architecture or engineering is *preferred*. At least eight-ten plus (8-10) 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 is required; Experience in design/engineering, construction management, and facilities support required; Extensive knowledge of contract procurement, contract administration, budget oversight, and meeting deadlines is required.

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 101915 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.

The Catholic University of America
Human Resources, 170 Leahy Hall
620 Michigan Ave, NE
Washington, DC 20064
Fax: (202) 319-5802
Telephone: (202) 319-5050