

The University of Texas at San Antonio

Job Description

Job Title: Facilities Project Specialist
Code: 15018
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Facilities Engineering & Project Management Department
Reports To: Director of Engineering & Project Management

Summary

- **Function:** To provide project support and tracking project documentation related to construction and renovation project within the Engineering & Project Management Department.
- **Scope:** The primary area of responsibility will be to support Project Coordination and various project team members in the successful management of construction project. Responsible for the successful documentation of contracts processes and general project tracking and support. This position will perform project coordination task with minimal supervision.

Duties

- **Typical:**
 1. Support Project Coordinators and various project team member in the successful completion of construction project.
 2. Prepare & Track project contract Documents:
 - a. Review contracts for inconsistencies in documentation; verify all necessary documents are included in contracts packets. Verify and track information in database
 - b. Coordinate RFP/RFQ Contract Processing and work with Purchasing/EHSRM departments on required bonding/certificates of insurance or other documentation that is necessary for approval process.
 - c. Maintain Space Management Approval documentation. Assist Project Coordinators with receiving proper approvals associated with Space Management.
 - d. Verify funding approval for project and associated budget information; enter contract information to encumber funds for purchasing.
 - e. Maintains consultant and contractors contract information and vendors certificate of insurance
 - f. Serve as single point of contract with Purchasing for contract related questions

- g. Keep Project Management template forms updated
 - h. Verify database information against project file information for inconsistencies
 - i. Provide electronic document archiving throughout course of project.
3. Maintain and coordinate departmental database modification and updates. Working directly with database designer on change and implementation. Provide training for new hires.
 4. Project closeout and archiving: maintaining both a digital and paper-based archive systems from closeout documents. Work with Planning & Development along with other departments on archiving information; coordinate integration within existing software applications.
 5. Reconcile database with CMMS systems, and university accounting systems for project cost activity. Track and reports project estimation verse total project cost.
 6. Information Management: update and maintain department website to assist EPM Staff with project coordination; Implement database improvements for better project information as needed; Update and maintain Project Coordinator Training Manual & EPM Manuals.
 7. Monitor Compliance Issues Updates and update PM Toolbox for accessibility by Project Coordinators
 8. Assist Assistant Director, Senior Project Managers and Project Coordinators with Project related information, reports, data inputs, etc.
 9. Attend Project related meetings as required
 10. Assist with development of new process and procedures to better facilitate project tracking and coordination for the Project Coordinators and assist with more detailed reporting to upper management and departmentally
 11. Manage schedules and workloads for student workers. Also manage contracts for temporary staffing related to EPM departments Assist with handling HR related issues for contract temporary workers.
 12. Other duties as assigned.

- Periodic:
 - 1.

Education

Required	Preferred
High School Diploma or GED	Bachelor's Degree

Other Requirements

Required	Preferred
Criminal Background Check(CBC), Good organizational skills and ability to get along with people in a dynamic and diverse work	Detail oriented and able to prioritizes workload.

environment	
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Experience

Required	Preferred
Six years experience in project support role. Must have experience with construction contracts, purchase orders, and changed order. Processing of pay application and invoices and project documentation, recorded management and archiving.	Eight years experience in construction related environment assisting Project Managers and Coordinators with responsibilities including: Project software (schedule, budget, reporting), project account reconciliation and electronics archiving processes. Familiarity with project plans, specification, submittals, warranties, and O&M manuals. Experience working within a Facilities Department.

Equipment

Required	Possible
Personal computers, Microsoft Office suites, and Standard Office equipment. Occasionally drive a golf cart and university vehicle	N/A

Working Conditions

Usual	Special
Normal office environment	Occasional overtime or weekend work required some exposure to weather and physical hazards.

Supervision

Received	Given
General supervisions from Supervisor	Coordination of work studies and Interns. Manage schedules and workloads

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.