The University of Texas at San Antonio

Job Description

Job Title: Facilities Project Specialist
Code: 15018
Salary Grade: 59
FLSA Status: 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 projects within the Engineering & Project Management department.

**Scope:** The primary area of responsibility will be to support Project Management and various project team members in the successful management of construction projects. Responsible for the successful documentation of contract processes and general project tracking and support. This position will perform project coordination tasks with minimal supervision.

**Duties**

- **Typical:**
  1. Support Project Managers and various project team members in the successful completion of construction projects.
  2. Prepare & Track project contract documents:
     a. Review contracts for inconsistencies in documentation; verify all necessary documents are included in contract 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 Managers 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. Maintain 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 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 versus 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 Manager Training Manual & EPM manuals.

7. Monitor compliance issues and update the PM toolbox for accessibility by Project Coordinators.

8. Assist the Assistant Director, Senior Project Managers and Project Managers 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 Managers and assist with more detailed reporting to upper management and departmentally.

11. Manage scheduled 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. Others duties as assigned.

**Education**

<table>
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<tr>
<th>Required</th>
<th>Preferred</th>
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<tr>
<td>Bachelor’s degree from an accredited institution</td>
<td>Master’s degree from an accredited institution.</td>
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**Other Requirements**

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<th>Required</th>
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<td>Criminal Background Check (CBC). Excellent organizational skills and ability to get along with people in a dynamic and diverse work environment.</td>
<td>Detail oriented and able to effectively prioritize workload.</td>
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**Experience**

JC 15018 Last Updated 8/7/2020
### Required

- Three years of experience in project support role to include construction contracts, purchase orders, and change orders. Processing of pay application and invoices and project documentation, recorded management and archiving.

### Preferred

- Five years of 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, specifications, submittals, warranties, and O&M manuals. Experience working within a Facilities Department.

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### Equipment

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<th>Preferred</th>
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<tbody>
<tr>
<td>Personal computers, Microsoft Office suite,</td>
<td>N/A</td>
</tr>
<tr>
<td>and standard office equipment. Occasionally</td>
<td></td>
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<tr>
<td>drive a golf cart and university vehicle.</td>
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### Working Conditions

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<th>Special</th>
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<td>Normal office environment.</td>
<td>Occasional overtime or weekend work required; some exposure to weather and physical hazards.</td>
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### Supervision

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<th>Received</th>
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<td>General direction and supervision from supervisor.</td>
<td>Coordination of work studies and interns. Manage schedules and workloads.</td>
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### Accuracy

- Proficiency in all assigned duties.

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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.