

The University of Texas at San Antonio

Job Description

Job Title: IT Infrastructure Project Manager
Code: 17516
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Office of Information technology- Infrastructure Services
Reports To: Director of Communication, Infrastructure Services

Summary

- Function: Under limited supervision, Manages all aspects of Information Technology project from conception through completion, to ensure that the goals of project planning, design, budgets, schedules, and construction are met within prescribed time frame and funding

- Scope:

Duties

- Typical:
 1. Represent IT in campus Master planning, capital improvements planning and architectural space planning as assigned.
 2. Prepares request for IT proposal and conducts all necessary meeting to facilitate hiring consultant services
 3. Prepares contractual agreement as necessary to facilitate hiring consultant services for IT infrastructure projects
 4. Manages programming, design, building and construction related to new IT infrastructure, facilities, additions, and renovations project as assigned. Concurrently manages multiple simple to complex project from inception through project close-out
 5. Responsible for scope, budget, and schedule development for IT infrastructure projects
 6. Implements policies and procedures to ensure compliance with all applicable laws, University policies and OIT infrastructure standards and specification; conducts investigation, project reviews and inspections of structured cabling, infrastructure and electrical work necessary for the maintenance and modification of building and facilities connected with the campus
 7. Responsible for the preparation of project infrastructure documentation

including architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate.

8. Coordinates with University evaluation committees to develop recommendations for selection of construction Managers when appropriate
9. Prepares detailed reports on IT project progress to include project plans, barriers and solution, milestone, financial cost/projections and analyses.
10. Assists in maintenance and development of new IT infrastructure standard of practice utilized within University
11. Monitors and facilitates resolution of construction contract disputes and claims
12. Coordinates with facility occupants move-in to new or renovated facilities
13. Shares responsibly in organizing and maintaining past and present University infrastructure site drawing and construction and construction-related documents including drawing, maps, blueprints, survey, specification and project files
14. Assist with special project, as needed
15. Knowledge of all Microsoft Office software and able to learn and use institutional software systems
16. Complies with all State and University policies

- Periodic:

1. Other duties may be assigned
- 2.

Education

Required	Preferred
Bachelor's degree from four year college or university within area of assigned responsibility. Technical training and/or experience may be substituted for a degree on a year for year basis.	N/A

Other Requirements

Required	Preferred
While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand or walk. May require frequent travel to multiple university owned campuses and leased spaces. The employee must occasionally lift and move up to 40 pounds	N/A

Experience

Required	Preferred
<p>Three years of experience in facilities management, project management, architectural design, engineering design, environmental health and safety, or construction supervision.</p> <p>At least three years of information technology experience including project implementation or management experience.</p> <p>In-depth knowledge of structured cabling systems, electrical, and enterprise network infrastructure systems and technologies and related codes and standards.</p>	N/A

Equipment

Required	Possible
	N/A

Working Conditions

Usual	Special
While performing the duties of this job, the employee is occasionally exposed to extreme cold and risk of electrical shock. The noise level in the work environment is usually moderate.	Occasional travel may be required.

Supervision

Received	Given
General supervision from Director of Communication, Infrastructure Services.	Indirect supervision of assigned staff.

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.