

JOB DESCRIPTION:	Project Manager – Capital Projects		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Director of Capital Projects		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	315040	DATE APPROVED:	05-OCT-2023
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Assists with all aspects of project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with the university quality standards.

DUTIES:

1. Assists in the creation of long- and short-term project plans, including setting targets for milestones and adhering to deadlines. Makes effective decisions when presented with multiple options for how to progress with a project.
2. Coordinates manpower on projects with the Director of Facilities & Maintenance, and or manager of Facilities and Maintenance and assist in the day-to-day maintenance activities to include manpower, supplies, and materials when needed. Delegates tasks on the project to employees best positioned to complete them.
3. Serves as a point of contact when necessary for campus projects.
4. Communicates with stakeholders and campus leadership to ensure project alignment with established goals.
5. Performs quality control on projects throughout development and construction to maintain established standards.
6. Adjusts schedules and targets on projects as needed or due to financing project changes.
7. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
8. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Associate's degree in Project Management or related field with 2 years of experience or High School Diploma or GED plus 3 years in Project Management or related experience required. Microsoft Projects and AutoCAD working knowledge preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must be knowledgeable of basic project management functions. Must be knowledgeable of university policies and procedures, and basic lifecycle of projects and maintaining multiple projects at the same time. Must be sensitive to cultural differences within the University and community. Proficient in Microsoft Office Applications.
3. **Working Conditions/Physical Demands:** (With or Without Accommodations): Normal office environment and construction site. Travel within the community and other WNMU sites. May be required to lift normal office equipment and materials. Must be able to stoop, bend, squat, sit on floor and maneuver over uneven floor or ground surfaces including stairs and steps in construction sites. Must be able to visually and auditorily assess situations to ensure safety. Must be able to climb ladder and work in restricted workspaces. Must be able to follow all

safety protocols at construction sites. This position may be required to report to duty on short notice, work outside normally scheduled work hours, and/or perform work tasks outside normal scope of duties. Required to work the hours necessary to best meet the needs of their projects. The work is usually performed during regular business hours, but evening, holiday, or weekend work may occasionally be required. May be required to work additional hours of days depending on circumstances.

4. **Other requirements:**

- a. Requires a valid New Mexico driver's license.
- b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)