

JOB DESCRIPTION:	Director of Capital Projects		
DEPARTMENT:	Physical Plant		
REPORT TO:	Assistant Vice President of Facilities and Operations		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#315040	DATE APPROVED:	18-FEB-2022
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Manages and coordinates the overall project planning and scheduling, resource allocation, project accounting and control, while providing technical direction and ensuring compliance with the university quality standards.

DUTIES:

1. Manages and oversees all aspects of construction projects including pre-project planning, defining the project scope and objectives, goals/deliverables, projects teams, performance requirements, charting the schedule and timelines, resources allocation and requirements, and budget costing.
2. Collaborates with the IT staff to manage and plan joint projects, incorporate IT needs into facility plans, create schedules, and run weekly project meetings.
3. Responsible for project planning, accounting functions, manages the budget, and tracks and minimizes exposure and risk in projects. Updates the AVP of Facilities and Operations with all project activities and progress.
4. Initiates full utilization and identification of necessary resources including labor, materials, and equipment, and ensuring their procurement at the most cost-effective terms to maintain project budgets. Maintains strict adherence to the budgetary guidelines, quality, and safety standards.
5. Creates the project teams, develop the objectives/goals, and provide direction and support in assigning individual responsibilities. Devises the project work plans and make revisions as and when the need arises. Communicates effectively with the contractors responsible for completing various phases of the project.
6. Coordinates the efforts of all University stakeholders and acts as a liaison for those involved in the project, including the President, Vice Presidents, Deans, AVP of Facilities and Operations, architects, consultants, contractors, sub-contractors, and laborers, etc.
7. Monitors the progress of the construction activities and projects on an ongoing basis to ensure project timelines and milestones are met and hold regular status update meetings with all the sub-teams or appropriate stakeholders. Performs ongoing daily/weekly inspection of projects and construction sites as required or needed.
8. Ensures project records, including photos, and appropriate documentation are complete, secure, and stored in a safe and secure manner. Prepares and presents project reports including progress, problem and solutions, evaluations, and assessment of results. Utilizes project management tools including appropriate software to track deliverables and other aspects of the project.
9. Identifies any questionable elements of project design and construction which may create disputes and claims and develops effective communications and mechanisms for resolving conflicts among the various participants in collaboration with the AVP of Facilities and Operations.
10. Coordinates manpower on projects with the Director of Facilities & Maintenance and assist on day-to-day maintenance activities to include manpower, supplies, and materials when needed.
11. 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.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Project Management or related field with 1 years of experience or Associate degree in Project Management or related field with 3 years of experience or High School Diploma or GED plus 5 years in Project Management or related experience. Microsoft Projects and AutoCAD working knowledge preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must have solid demonstrated knowledge of the project management function. Must be knowledgeable of University policies and procedures, 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 ambulate over uneven floor or ground surfaces including stairs and steps in construction sites. Must be able to visually and auditory assess situations to insure safety. Must be able to climb ladder and work in restricted work spaces. 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 driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

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)