

PROJECT PLANNER/ESTIMATOR/COORDINATOR

The University of Texas Permian Basin is accepting applications for a Project Planner/Estimator. The selected candidate will be responsible for the day-to-day management of all aspects of capital improvement projects from bidding and construction to close-out phases. Responsible for assisting the Director during all phases of capital or improvement projects in the review of projects for constructability, code, university standards and good construction practice. The Project Planner/Estimator/Coordinator will provide estimates, schedules, condition assessments and other work, as requested. The incumbent will assist the Director as the primary point of contact between the University and project contractors or trades personnel. Responsible for complying with all policies, mandates and instruction given by the Assistant Director and/or by the Director.

- Conduct investigations and observations of architectural, structural, electrical and mechanical systems to determine facility condition and/or conducts investigations in preparation for maintenance or modification of building and facilities.
- Conducts all pre-bid meetings and walk-throughs with the Director and/or architects and proposing contractors.
- Conducts all preconstruction and progress meeting with the Director and/or architect and contractor.
- Conduct review of all front end requirements; including but not limited to: project schedule, schedule of values, review of submittals, contractor parking and staging areas and prepare weekly field reports (one report per project).
- The Project Planner/Estimator/Coordinator will be empowered to make field decisions which do not impact design image, scope, time or budget without first coordinating with the Director.
- Coordinates the efforts of the Director's additional involvement as required to solve field issues during construction. This coordination is required in order to manage the impact on scope, schedule and budget and will monitor adherence to schedule and budget (the Project Planner/Estimator/Coordinator must have continuous discussion with the Director throughout the construction process and the warranty period).
- Manages the project milestone during construction phase and monitor installation of all building systems depicted in the design intent.
- Manage timelines of all institution, managed work such as but not limited to scheduling and installation of information resource systems and installation of Audio-Visual system; scheduling and installation of furniture and equipment and scheduling and coordination of visits to project site from Facilities Department.
- Manages the Project closeout activities; such as but not limited to: schedule/receive/verify completion of final punch lists; schedule/receive/request applicable final signatures on substantial completion form; verify completion of all pending front end requirements; receive and transition all Operation/Maintenance Manuals to Facilities Dept., conduct meeting with Contractor and end-user on how to

“use” their facility, transition control of project to the Physical Plant and prepare Physical Plant resource contact list for end-users.

- Develop detailed time and material estimates for project in design, as requested.
- Review projects for constructability, code compliance and University standards. Leads or participates in value analysis reviews of projects as requested.
- Assist in the preparation of requests for proposals and conducts meetings to facilitate hiring construction services.
- Participates with evaluation committees (as requested) to develop recommendations for selection of Contractors. Ensures that all evaluations are conducted in a fair and open manner.
- On projects bid to general contractors; plans schedules, coordinates, manages and monitor project activities in the bidding, construction and close-out phase as assigned.
- On University construction projects, the Planner/Estimator/Coordinator will direct construction and maintenance activities at the project site, including supervision of construction personnel. (i.e. trade or shop crews, and/or contractors).
- Serves as the University (owner) Representative on larger facility projects managed by the University of Texas System OFPC, as assigned and he or she is responsible to represent the needs and vision of the institution.
- Observes the construction process on site to monitor progress and ensure conformance to plans, specifications and safety standards.
- Coordinates project activities and utility outages with affected University community.
- Reviews pay request from service providers, vendors and contractors and makes recommendations to the Director for payment.
- Monitors and facilitates resolutions of construction conduct disputes and claims.
- Coordinate with facility occupants for move in or move out for construction and/or renovations.
- Coordinate facility commissioning and manages warranty work.
- Shares responsibility in organizing and maintaining past and present University building and site drawings and construction and construction-related documents including: drawings, maps, blueprints, surveys, specifications and project files for proper storage.
- Knowledge of all required electronic software required to conduct his or her duties including but not limited to; current versions of Microsoft Office, Micro Project and AutoCAD software and be able to learn and use any additional institutional software systems.
- Complies with all state and University policies.

Requirements: Ability to read and understand construction documents, blueprints, specifications, request for information, architect’s supplemental instructions and pay requests. Ability to read, understand and review material data/submittals and make recommendations

for use. Bachelor's degree in Construction Management or similar field. Years of experience in construction management will be considered in place of a degree. Possess good organizational skills and able to communicate effectively. Possesses a clean and valid driver's license and the ability to successfully pass a criminal background check.

The University offers an excellent compensation package which includes a broad range of employee benefits. Staff members are typically eligible for 12 days paid vacation and up to 14 paid holidays each year and receive free health insurance (employee only) as well as a generous retirement program.

Interested candidates should send a letter of interest, resume and contact information for three professional references to: personnel@UTPB.edu
Please be sure to add the position title to the subject line of the email. Review of applications will begin immediately and the position will remain open until filled.