

Director of Infrastructure Projects

JOB SUMMARY

The Director of Infrastructure Projects is accountable for performing the managerial and supervisory duties related to a portion of the planning, design and construction related projects, infrastructure and others as assigned, at the Storrs campus undertaken by University Planning, Design and Construction (UPDC) in support of the University's Capital Program.

Working under the direction of the Associate Vice President (AVP), the Director of Infrastructure Projects will provide leadership and technical expertise in a team-oriented environment for the Infrastructure team and, as needed, to support the mission and vision to provide the built environment to the University that enables the transformative learning experience. The primary focus of this position is to manage the scope, schedule and budget through planning, design and construction, commissioning, and close out of University capital projects at the Storrs campus and regional campuses as assigned. The Director is responsible for all aspects of the assigned portfolio from the beginning of planning and concept design through construction and project closeout and, as a member of the UPDC management team, is responsible for all aspects of staffing for the assigned portfolio including staff appointments, terminations, promotions, evaluations and training of direct reports. He/she will also act on behalf of the AVP in his/her absence as directed. The assigned portfolio to this primary steward includes, but is not limited to, energy, steam, condensate, electrical, data, security, water, and fire systems.

DUTIES AND RESPONSIBILITIES

1. Responsible for strategic oversight for the assigned portfolio of critical project issues, advanced identification of potential schedule impacts, and risk assessment and management. The assigned portfolio will include a heavy emphasis on utility plant projects and electrical substations, as well as horizontal civil work including but not limited to tunnels, road reconstruction, buried steam and chilled water piping, electrical distribution, and water, sanitary and storm piping.
2. The University has sustainability goals and initiatives related to energy reduction, alternative energy systems, water reduction, etc. and this position shall provide analysis for decision-making and in support of those goals and initiatives for both directly-managed infrastructure projects and other design and construction projects under the supervision of other Directors.
3. Leads and directs the management for the assigned portfolio of projects through the consultant/contractor negotiations and design/construction phases, as directed by the AVP.
4. Leads the UPDC formulation of Infrastructure and other capital projects as assigned, ranging in size from \$1 million to \$100 million including demolition, new construction, replacements-in-kind, and deferred maintenance in comprehensive and partial renovations, both vertical and horizontal. Coordinates with the UPDC Directors to develop models for staffing and project documentation.

5. For the assigned portfolio, makes recommendations on Design and Construction Delivery Methods. Advises and makes recommendations on difficult technical, logistical and administrative problems associated with design contracts and post award administration of construction contracts. Advises senior leadership on strategies and solutions in areas of infrastructure improvements. Serves on various committees and functions that support the University mission and infrastructure facilities.
 - a. Responsible for coordinating with the Director of Utility Operations and Energy Management in Facilities Operations (FO) to ensure that the documentation of project Planning and Design is consistent with the University's goals for energy management and utility maintenance.
 - b. Responsible for coordinating with the UPDC Director of Site Planning and Landscape Architecture to ensure that budgeting and documentation of assumptions and qualifications, site restoration and design, open issues and site logistics is clear when a project moves from Planning to Design and Design to Construction.
 - c. In coordination with the other UPDC Directors, responsible for the formulation of a checklist of appropriate deliverables at the end of each design phase (concept, schematic, design development, construction documents) for external consultants and UPDC internal personnel, for project handoff from one phase to another.
 - d. Responsible for ensuring that projects are designed in accordance with the approved Memorandum of Understanding description of scope, schedule and budget, and with clearly documented communications with the Office of the Provost and the Office of the EVPA-CFO.
 - e. Responsible for ensuring projects are constructed in accordance with project intent within the approved scope, schedule and budget.
 - f. Responsible for budgeting projects based on project requirements. Responsible for total project budget control during design and construction.
 - g. Identifies budget deficiencies during design and construction and makes recommendations for a satisfactory resolution.
 - h. Responsible for quality control of project data in computerized project management system related to design and construction activities
 - i. Responsible for the development of project specific general conditions.
 - j. Responsible for obtaining certificates of occupancy as needed.
 - k. Reviews all change requests and makes recommendations to superiors as to their merit.
 - l. Manages and assesses the utility framework for the University as it relates to the adding, deducting and modifying of loads and services from capital projects on the University utility systems.
6. For the assigned portfolio, oversees hiring and training of internal and outsourced staff, and plans, organizes, controls and directs project management. Leads the Infrastructure team members with a collaborative, team-oriented, and effective approach focusing on client relations, customer service, and resource stewardship. Manages the workflow, makes work

assignments and maintains a high quality of work output. Serves as the Departmental representative at grievance hearings, disciplinary conferences, fact finding and other bargaining unit related issues.

- a. Responsible for training staff to implement the duties and responsibilities concerning the legal aspects of contractual law, and training on computerized project management system. Provides leadership and guidance, coaches, mentors, manages performance and ensures training of department staff for professional growth and development and succession planning.
 - b. Responsible for reporting and presenting project and program information to the trustees and administration as directed. Manages departmental budgets as well as capital plan budgets. Responsible for work flow and quality of the Infrastructure Projects.
 - c. Ensures project management systems are in place to plan, track, and prioritize project management requests and efforts of staff. Utilizes software systems to support the goal of a consistent approach to project management and tracking.
 - d. Ensures that Project Managers oversee administrative requirements on design and construction projects, including coordination with Capital Projects and Facilities Procurement, Contracting and Compliance, University Business Services, and Project Accounting.
 - e. Utilizes change management practices in order to encourage consistency and engagement from staff. Leads and participates in continuous process improvement initiatives.
 - f. Maintains a comprehensive plan for the development and renewal of institutional infrastructure to meet evolving academic needs as well as the needs of the growing campus communities.
 - g. Ensures that Project Managers are monitoring regulatory compliance, including but not limited to building codes, environmental health and safety, and CT Environmental Policy Act for their assigned projects.
 - h. Ensures that Project Managers are monitoring contractor safety programs for their assigned projects.
 - i. Ensures that Project Managers are monitoring construction inspection and quality control activities.
7. Coordinates with the UPDC Directors and participates in the development, implementation and evaluation of goals and objectives consistent with the mission of UPDC, and in the development of UPDC policy.
 8. Coordinates with the Office of General Counsel, as needed, for assistance and compliance with legal matters concerning design and construction and all associated documentation, contracts, reports, correspondence, etc.
 9. Coordinates with the Office of Environmental Health and Safety for input and compliance with the process of obtaining all required environmental permits prior to start of construction.

10. Coordinates with the Office of the Fire Marshal and Building Inspectors for input and compliance with building and fire code laws and regulations for existing buildings and construction projects, etc., as needed.
11. Coordinates with UPDC Directors to participate in Value Management efforts to reduce project costs. Ensures that project budget changes are accounted for in the overall Capital Program.
12. Serves as a member of University Professional Services Selection Committee and Architect/Consultant and Contractor/ Construction Manager Prequalification and selection committees.
13. Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Architecture or Engineering or Construction Management, or a Bachelor's degree in another field with equivalent experience.
2. Minimum of five (5) years' experience in higher education or equivalent institutions.
3. Minimum of ten (10) years' experience in the design and construction leadership and management of large infrastructure and building projects (single projects over \$25,000,000 or programs exceeding \$100,000,000).
4. Considerable knowledge of the principles, practices and methods of infrastructure design and construction, and the design aspects of building construction. Considerable knowledge of mechanical and electrical materials and systems for heating, cooling, power, sanitary, data, fire protection, and storm.
5. Considerable knowledge of horizontal road work design and construction.
6. Considerable knowledge of building and fire codes and code enforcement; knowledge of contractual documentation.
7. Considerable knowledge and ability to read and interpret project design drawings in 2D and 3D, schedules, budgets/costs and construction drawings and specifications.
8. Considerable knowledge of and experience in construction dispute resolution and resolution methodologies.
9. Excellent oral and written communication skills. Demonstrated ability to communicate effectively in a timely manner with senior management and staff.
10. Demonstrated ability to work collaboratively with key stakeholders.
11. Demonstrated supervisory experience and the ability to lead and manage staff. Demonstrated experience in organizing and coordinating work of others, setting priorities and assigning work.
12. Demonstrated ability to manage fiduciary responsibility for all facets of design, construction and budget management on large projects.
13. Must have reliable transportation.

14. Must be willing and able to work occasional weekend and evening hours as needed.

PREFERRED QUALIFICATIONS:

1. Experience working with local constituents (town government, residents, etc.) and State agencies. Able to develop and manage relations with campus, town, and state departments.
2. Ability to translate long-term strategies into day-to-day operations, with demonstrated experience aligning resources with goals in an environment of competitive demands and resources.
3. Minimum 5 years of experience in energy conservation and energy efficiency improvement strategies with a strong combination of technical, analytical, financial and customer service perspectives. Understanding of and experience with the unique challenges of energy efficiency project delivery.
4. Extensive knowledge of building mechanical, HVAC, plumbing, and electrical equipment and their operation, DDC and pneumatic controls, micro-grid, distributed generation, and on-site renewable energy generation systems.

Work Environment

- Performance of the position duties will require the ability to climb stairs, ability to climb ladders and to negotiate construction work areas.
- At times, the employee will work at a construction job site where the employee will be exposed to moving machines, outside weather conditions, noise, etc.