



<b>Job Title</b>	Engineering Project Manager	<b>Job Code</b>	FS0315
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	20
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	0
		<b>Subfamily</b>	Engineering

**Job Family & Subfamily Summary**

**Facilities Professionals** plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

**Engineering Professionals** design and inspect new and renovated construction projects. Performs maintenance inspections. Manages, plans, and coordinates activities associated with physical, environmental, and security conditions of the facilities.

**Job Summary**

Tracks deliverables, coordinates and attends meetings, conducts related research using basic data collection and analysis, reviews information and reports, and maximizes productivity for the Facilities team. Organizes and facilitates projects with vendors, requests and reviews invoices, and builds relationships with internal and external stakeholders.

**Representative Duties**

**1. Project Management**

- Liaises with internal and external users and stakeholders
- Assists with tracking tasks critical to projects
- Assists with assignments as they arise
- Aids with project implementation
- Facilitates proper and timely execution of internal paperwork and communications to help keep minor project items on schedule and the end users and stakeholders informed
- Reviews and verifies information presented by vendors and university employees in relation to the project logistics, budgets, and timelines
- Attends project meetings

**2. Budget Operations**

- Maintains operating budgets
- Initiates requisitions, assists with purchasing card purchases, and receives invoices for processing
- Assists with the timely processing of financial transactions

**3. Administrative Duties**

- Serves as liaison for position descriptions, departmental goals, managing personnel records, and grievance data
- Initiates or oversees biweekly payroll for and manages confidential personnel documents

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
4+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**