



Job Title	Manager, General Contracting	Job Code	FS0430
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Facilities Administration

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.

Facilities Administration Professionals provide leadership to various units within the Facilities area.

Job Summary

Responsible for the oversight of all phases of design and construction efforts to ensure the successful completion of projects in accordance with the schedule, program, budget and institutional strategy of the University of Central Florida. Oversees the activities concerned with the design, construction, and maintenance of structures, facilities and systems.

Representative Duties

1.
 - Acts as a General Contractor (GC) on behalf of the university
 - Provides oversight of all GC projects and makes recommendations to ensure project acceptance
 - Reviews plans and specifications for accuracy, completeness of data, and compliance with existing codes, standards, and regulatory requirements
 - Plans, organizes, and directs activities concerned with the design, construction, maintenance of structures, facilities and systems
 - Participates in the design process of facilities to assure that the university system's needs are effectively satisfied
 - Understands and supports campus sustainability efforts related to new construction and renovation projects
 - Reviews and analyzes contracts in order to negotiate revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers, and subcontractors
 - Assumes responsibility for all phases of a project to include including, supervising, hiring, and paying all subcontractors
 - Provides oversight of contractors, architects, engineers, skilled trades employees and other consultants
 - Works with committees and staff on campus to make sure the college's standards and needs are being met by the project documents
 - Inspects and reviews projects to monitor compliance with contract documents, building and safety codes, and other regulations
2.
 - Ensures campus construction efforts are coordinated with applicable departments and other facilities staff responsible for quickly and accurately identifying potential issues that may result in poor financial perform quality
 - Reviews, analyzes and submits budget estimates, progress and cost-tracking reports
 - Assures the preparation complex statements of work; plans and specifications, and solicitation documents and review of the same project estimates bids and GMP's as requested
 - Develops a purchasing schedule and strategy to anticipate, address, and resolve purchasing challenges early stages of pre-construction
 - Develops metrics to manage department productivity
 - Communicates with team members as well as keeps them active in decision-making
 - Confers with supervisory personnel, owners, contractors, and design professionals to discuss and resolve such as work procedures, complaints, and construction problems

- Confirms timely payments by administering and overseeing the designer and contractor payment process
- Take actions to deal with the results of delays, bad weather, or emergencies at construction sites
- Reviews and interviews continuing contractors for the UCF selection process
- Manages the Building Enveloping and Roofing program for all campuses of UCF

Education, Experience, Skill Requirements

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

Physical/Environmental Demands

Standard office environment with no unique physical demands

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.