

## Facilities Job Function

### Construction Management Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Project Manager IV	Bachelor's degree in architecture or engineering  Master's degree preferred  8+ years of relevant experience	<ul style="list-style-type: none"> <li>• Participates in planning new construction and supervises entire construction process</li> <li>• Serves as capital advisor</li> <li>• Develops project budgets and schedules including work force projections</li> <li>• Reviews final project documentations and close-out</li> <li>• Provides recommendations for campus development standards</li> </ul>	<p><b>IMPACT</b> Substantial impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Typically manages complex construction and renovation projects through subordinates</p>	<p><b>RECEIVED</b> <b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN</b> <b>Manages:</b> Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion