

Tenacre Foundation Job Description

Job Title: Construction Projects Manager
Ministerial Designation: Minister of Religion-exempt
Department: Construction Projects
Reports To: Director of Facilities and Initiatives
Prepared Date: March 2019

Summary: Participates in Tenacre's Mission and Ministry by planning, directing, and coordinating construction projects approved by the Director of Facilities and initiatives (DFI). Ensures that goals and objectives of projects are accomplished within prescribed time frame and funding parameters. Manages the Construction Projects team, including interviewing, hiring, orienting, training employees and appraising performance; planning, assigning, and directing work.

Competencies

To perform the job successfully, an individual should be progressively demonstrating the competencies outlined in the *Basic Qualifications and Competencies for Religiously-qualified Positions at Tenacre*. List and describe additional competencies.

Servant Leadership and Teamwork: Supports teamwork and unity among staff; maintains trust and respect for one another's ministry; takes actions that demonstrate an unselfed approach.

Communication Skills: Communicates and responds to others (one-on-one or with a group) in a clear manner with warmth, respect, empathy and patience; replies to inquiries and completes requests, both on a timely basis; follows-up appropriately on requests made of others.

Integrity and Ethics:

Makes decisions and acts with Tenacre's long term interests in mind; is a good listener and approaches work from a basis that is thoughtful and caring; maintains the highest ethical standards; handles confidential information responsibly; is well versed in Tenacre's safety programs, procedures, policies and consistently follows them.

Attention to Detail:

Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands. Works systematically and logically to achieve results with a large amount of information, including databases and spreadsheets.

Demonstrates a Sense of Immediacy and Flexibility:

Sets high expectations and achieves them regardless of the barriers; demonstrates a passion for one's work - enjoys working hard and is full of energy; can be counted on to get things done on time and with excellent quality and results; adapts quickly, based on Tenacre's changing needs.

Judgment: Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

Quality Management: Demonstrates accuracy, thoroughness, orderliness, and attention to detail. Able to manage multiple projects and meet deadlines effectively.

Apply Functional Knowledge: Obtains appropriate level of professional skill and knowledge to keep up with current developments in relevant areas. Learns this information and skills quickly.

Essential Duties and Responsibilities include the following: (Other duties may be assigned)

- Reports to and works closely with the Director of Campus Facilities (DFI) in project research, planning and prioritization
- Keeps DFI updated weekly on project status, milestones and financial status for all projects
- Prepares projects proposals or plans to determine time frame, funding commitments, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project for approval by DFI
- Shares clearly with Construction project staff duties assigned, responsibilities, and scope of authority. Ensures that order is maintained in electronic and physical filing systems
- Directs and coordinates activities of Construction Project staff to ensure that projects progress on schedule and within prescribed budget and provides direction, coaching, and support as necessary
- Establishes and implements work plan and staffing for each phase of project; develops and maintains a professional relationship with a large base of contractors who can bid on and perform projects as needed; communicates clearly and effectively with a variety of contractors to gather perspectives and recommendations and secure project bids
- Ensures Construction Project staff are present and available on site whenever Construction Project contractors are on site; makes sure effective updates are regularly (at least once each week) emailed to all affected by the Construction Project; ensures that the all Construction projects are continually updated in the facilities Calendar and that all contact information relating to Construction Projects is kept up to date in the Facilities contacts database
- Safeguards that public utilities are marked before and when digging occurs for a Construction Project; also ensures that Tenacre private utilities are marked using the Campus Utility CAD files before any digging occurs for a Construction Project
- Holds regular project meetings with the DFI, Tech. Services Manager and Buildings and Grounds Manager during projects to keep them updated.
- Uses the Buildings and Grounds Manager as a consultant for any project including HVAC; includes the Fire Team Coordinators as consultants for any project including Fire Alarm or Sprinkler system; uses the Technology Services Manager as designer for any project including data, Wi-Fi, TV, Audio System, or Electronic Locking ; utilizes the Design Team for all project design choices
- Manages Construction Project completion so that all relevant project details are handed off to the Facilities CMMS system; obtains all “As built” and CAD documents and provides them to the DFI
- Holds a Construction Project hand off meeting to DFI, B&G Manager, Tech. Services Manager
- Works closely with the DFI, Tech. Services Manager and Buildings and Grounds Manager to ensure that Construction projects include all relevant campus standards for product choices
- Represents Tenacre, its projects as well as its Mission and Ministry, to Princeton Municipality officials, inspectors, other officials, and outside contractors, as needed; secures all authorizations, permits, inspections, insurance certificates, and other necessary documentation to be in compliance with all regulatory requirements, as well as with Tenacre policies and procedures

- Resolves project problems skillfully and in a timely fashion, and develops alternative solutions; manages competing demands with thoroughness and a firm commitment to detail and uses excellent communication skills to participate in and facilitate project teams, which may include Architects, Engineers, Consultants and DFI to achieve projects
- Regularly and skillfully supervises contractors, walking or riding around the 90+ acre Tenacre campus in all weather conditions, and follows appropriate safety procedures when working with moving mechanical parts, chemicals, electricity, aerosols, ladders, paints and in confined spaces; verifies that work is carried out as agreed and in a safe and timely manner
- May manage certain Construction projects directly until Project Coordinators are available
- Calculates costs, square footages, takes measurements, does conversions; utilizes scales to read blueprints and to make and read drawings
- Demonstrates excellent technical and computer skills, including proficiency with word processing, database and spreadsheet software, internet use, digital photo handling, and other office systems
- Oversees weekly payroll functions; understands Tenacre policies relating to time and attendance and accurately approves payroll for staff, and plans/approves any possible overtime
- May be required to lift 50-75 lbs. to carry and climb ladders for measuring and inspecting conditions or to work on roofs; also may need to access/crawl into tight spaces such as attics, basements and crawl spaces

Qualifications To perform this job successfully, an individual must be able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Member of The First Church of Christ, Scientist

Education and/or Experience

Bachelor's degree (B. A.)

Three to five years of Project Management experience in a construction related field

Certificates, Licenses, Registrations

A State issued driver's license