August 29, 2007
Director of Construction and Planning Services
Facilities and Planning
EXEMPT

Director of Construction and Planning Services (CPS) reports directly to the Associate Vice President (AVP) for Facilities and Planning and is responsible for the daily business operations and supervision of the Construction and Planning Services Unit. The primary duties of this position are leadership and supervision of unit staff, operations, scheduling, and overall financial accountability for capital projects.

Eastern Washington University Construction and Planning unit provides project support through consultant and contracts management. CPS is integral to short and long term facilities planning and capital budget preparation. CPS also supports other facilities maintenance and operational issues with technical expertise as needed.

Primary Duties and Expectations include:
1. The Director of Construction and Planning Services primary duties are the management and leadership of CPS staff, processes and procedures within the department. This position will coordinate with other administrative department heads within the university. Essential 30%

2. Provides direction and leadership to Senior Project Managers, Project Managers, Contract Specialist and Construction Project Managers in overall management of projects throughout the design and construction process. Establish expectations for staff and review performance against expectations. Department expectations will be derived from compliance to original project goals, scope of work, budget and schedule of completion. Essential 20%

3. Overall management and review project budgets and schedules for accuracy and adherence to project goals and university standards. Use the Facilities and Planning job costing application (FacilityMAX) manage job cost elements. Review and provide appropriate reports for university administration. Essential 10%

4. Establish and sustain a productive, collaborative and effective department environment. Reviewing departmental procedures and process for accuracy and consistency. Provide input for necessary changes in operations and staff. Essential 10%

5. Monitor and manage CPS operations and the CPS portion of construction workforce budget. Provide annual budget review and submit for review. Essential 10%

6. Develop through campus wide communication proposals for capital projects that respond to university and departmental needs. Essential 10%

7. In conjunction with the AVP for Facilities and Planning and staff, establish a set of written procedures for construction and consultant contract processing for approval.
Interpret, advise and implement unit and university policies and procedures for efficiency, application to contracts and in conjunction with recommendations of Eastern Assistant Attorney General. 5%

8. Establish and sustain working relationships with university departments and staff. Work with external constituents in the local and regional community for the betterment of the university mission and vision. Communication with internal and external constituents will be a high priority 5%

9. Survey and respond to internal and external constituents and how the CPS unit works with these constituents. Make and implement changes that respond to effective business relationships and supporting the unit and university mission.

10. Review with departmental staff electronic and paper file management and implement a system that will improve the quality and access to electronic and paper documentation for construction projects. This will also include upgrading the accuracy of the building flat files for use by department and other constituents.

11. Review and evaluate for implementation a post bid design review process for communication with consultants, sub consultants, contractors and subcontractors to be use on capital projects.

12. Evaluate and establish training plans for all staff and make plan for implementing when resources are available.

13. Establish and maintain and Minor Works Contractor list of pre-approved contractors for projects that range from $55,001 to $250,000 and implement when appropriate.