



POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
Construction Project Manager		
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Unclassified	12-Months	
Normal Position Work Dates	FLSA	
07/01 - 06/30 (12 Months)	Exempt	
FTE (1.0 is Full-Time)	Classification Title (Classified Only)	
Full-time		
Department/Division	Work Location	
Facilities Services	Monmouth Campus	
Reports to	Position Number	
Assistant Vice President Safety and Operations	E99747	
Incumbent	Reports to Position Number	
	E99225	

SUMMARY
Please provide brief summary of the position.
The Construction Project Manager reports to the Assistant Vice President of Safety and Operations (AVP) and works closely with the Associate Director (AD) of Facilities Services in research and design, preparing plans and specifications, and coordinating with local, state, and federal agencies during each phase of project management. Directs and coordinates contractors, maintains records of completed jobs, and prepares and monitors project budgets. Performs final inspections to ensure project compliance and approve payments during projects and upon completion. Recommends and implements necessary remedial actions; monitors project documentation, ensures timely invoice submission and review, and coordinates purchasing and bidding requirements. Communicates daily with the AVP and attends meetings as assigned. Must be detail-oriented and possess meticulous document management skills.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
50%	Manages the Project Proposal document and coordinates with AVP and AD of Facilities on project scope, feasibility, and timeline. Manages in-house projects in conjunction with AD of Facilities and Facilities staff. Manage other larger	Essential



	projects (both re-model and new construction) with contractors through established procurement processes ensuring that each project follows established campus standards, and all applicable code, regulations, permitting, etc. Perform on-site surveys regarding feasibility studies and cost estimates; Assist in the development of designs and specifications. Evaluates a project's costs, prepares a budget outlining both soft and hard costs	
25%	Review projects during the development and construction period; Recommend/implement necessary remedial actions. Works closely with Business Office to ensure required processes and documentation is being followed. Monitor project documents and coordinate purchasing and bidding requirements; Prepare project progress reports, highlighting key milestones, issues, and risks. Communicate project status, progress, and results to stakeholders including AVP and AD.	Essential
10%	Perform final inspections to assure project compliance and approve payments during projects and at completion.	Essential
15%	Along with Facilities Services Staff, identifies areas of deferred maintenance and develops short and long term plans for prioritizing completion.	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	☒	☐	
Associate degree (A.S., A.A.) or two- year technical certificate	☐	☐	
Bachelor's degree	x		
Master's degree	☐	☐	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	☐	☐	
Other (explain)	☐	☐	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Construction Eng/Arch	1-2 Years	6-8 Years	



Project Management	1-2 Years	3-5 Years	
AutoCAD2025 or similiar	1-2 Years	3-5 Years	
Revu and Microsoft Suite, Word and Excel	1-2 Years	Choose an item.	

SOFT SKILLS

Soft Skill	Required	Preferred	Notes
Excellent communication skills	X	☐	
Excellent public relations and customer service skills	X	☐	
Excellent problem-solving skills	X	☐	

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
☐ None			
Driver's license	☒	☐	
Eligibility for Professional license, registration or certification	☐	☒	
Professional license	☐	☒	
Registration	☐	☒	
Certification	☐	☒	

SUPERVISION

Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	☐
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	☒
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	☐
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	☐



Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	☐
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	☐

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	☐
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If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Guideline Driven
Impact of Decision Made:	School/College/Division
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Administration/Oversight
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$



Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	☒ Balancing	☒ Carrying
	☒ Climbing	☒ Crawling
	☐ Crouching/ Stooping	☒ Driving
	☐ Feeling/Handling	☒ Keyboarding/Computer Use
	☒ Personal Protective Equipment	☐ Pulling/Pushing
	☒ Reaching	☒ Regular interaction with customers
	☐ Repetitive movement	☒ Sitting
	☒ Speaking	☒ Specific Work Schedule
	☐ Squatting	☐ Standing
	☒ Telephone Use	☐ Twisting/Bending
☒ Walking/Running	☒ Writing	

Typical Working Environment and Hazards* (check all that apply)	☒ Normal office environment	☐ Animals/Wildlife
	☐ Chemicals	☐ Confined Spaces
	☐ Darkness/Poor Lighting	☐ Dust/Fumes
	☐ Electrical Hazards	☐ Explosives
	☐ Fire Hazards	☐ Heights
	☐ Human-Source Material (e.g., blood)	☐ Indoor Temp Extremes (Heat/Cold)
	☐ Moving machinery/Heavy Equipment Noise	☐ Near-Continuous Use of Video Display
	☐ Potential Combative Work Environment	☐ Pathogens
	☐ Traffic	☐ Radiation
	☐ Weather Extremes	☐ Vibration

Lifting Demands*	Up to 75 pounds
Additional Physical Demands or Work Conditions:	Occasionally prolonged walking and standing; climbing stairs, slopes and walkways, ability to tolerate heights (rooftops, stadium bridge).
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	This position is considered an essential employee and must report for duty when departmental policies require, during inclement weather, during emergencies, etc.



ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:	
Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Rebecca Chiles	
Reviewer (VP / Director)	Reviewer Signature / Date
Kwabena Boakye	
HR Director	HR Director Signature / Date

HR USE ONLY:			
Received by:	Date		
Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
☐ NBAPBUD/NBAPOSN ☐ NBAJOBS ☐ PEAFACT ☐ Electronically Filed			
NOTES:			