

UNIVERSITY OF DALLAS

Job Number: 13294UD

Director of Planning, Design & Construction

Date Posted: April 11, 2023

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD is currently seeking a Director of Planning, Design, & Construction to supervise/manage new construction and renovation projects. This individual will develop and manage special projects pertaining to university facilities; review projects with requestor or end-users to identify and determine required scope of work; prepare estimates and design and construction schedules for interior renovations; prepare Requests for Proposals and/or Quote and Qualification for various partners including architects, general contractors, subcontractors, consultants, engineers, vendors, and material testing firms; prepare contract forms for bid packages and supervises the project throughout the entire duration of construction from concept/design through final completion and occupancy; oversee the development of architectural and construction documents by consultants and in-house staff, including architectural, electrical, mechanical, and structural drawings and specifications for building interior renovations and new construction; review and negotiate change order requests; review product submittals and approvals; review payment applications for accuracy.

PRIMARY RESPONSIBILITIES

Pre-Construction/Design

- Meets with university personnel to determine user needs, program goals, etc.
- Translates user needs and program goals for the development of acceptable construction documents per current building codes, ADA regulations, UD design standards, and UD's Master Plan.
- Interviews architects, engineers, consultants, and contractors and assists in determining and selecting successful bidders and subsequent contract award.
- Verifies and documents existing site conditions before beginning design.
- Estimates project costs to establish preliminary budgets for funding and project approval, including soft costs (design, permitting, consultants, etc.), hard costs (actual construction costs, e.g. general contractor, subcontractors, vendors, suppliers, etc.), allowances, contingency, and escalation due to inflation or other economic factors.
- Supervises the production of drawings and specifications for all renovation and construction projects and verifies their accuracy.
- Prepares request for proposals, contracts, and purchase orders.
- Ensures approved design is within the approved budget.

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Construction and Renovation Management

- Facilitates and conducts regularly recurring Stakeholder meetings and/or Owner/Architect/Contractor (OAC) meetings throughout the duration of the project(s) as needed
- Work closely and manage inter-departmental coordination with other campus partners, e.g. University Design, Information Technology, Facilities, Procurement, etc.
- Coordinates the University's Capital Projects Oversight Committee, including setting agendas and minutes.
- Supervises the projects, contracts, and purchase orders during construction.
- Manages transition from planning and design to construction and occupation phases of projects, ensuring that relevant university departments are also prepared for efficient project phase transitions.
- Ensures that all construction is done in accordance with current building, electrical, and mechanical codes, ADA codes, all applicable local, state, and federal regulations and/or standards, UD design standards, and UD's Master Plan.
- Prepares detailed milestone and duration schedules pertaining to design and construction and ensures that the projects are designed and constructed in accordance with approved schedules.
- Negotiates change order requests.
- Makes daily site visits to ensure construction is on schedule and per the approved design. Keeps developing and maintaining UD design standards and ensures they are followed.
- Develops and manages special projects pertaining to university facilities. Projects include physical plant or systems sustainability efforts, including but not limited to LEED certified projects.
- Maintains project budgets; Development of quality costs estimates and maintaining timely, ongoing, and accurate documentation are critical to this position. On-time, on-budget, on-scope are necessary for very tight project budgets.
- Maintains high-level master schedule with all project schedules rolled into single master schedule to coordinate inter-dependencies and to inform campus leadership.
- Prepare detailed cash flow projections for individual projects and/or collective cash flow projections for a series of combined projects.
- Manage single project budgets up to approximately \$50M for large capital projects.

Office Management

- Review standard departmental workflow policies and procedures in the spirit of continuous improvement; streamline processes where/when it makes sense to do so; implement construction document standardization, e.g. Bid documents, Request for Proposals, insurance requirements, contract administration, etc.
- Keeps the Vice President for Finance and Administration apprised of project schedules, cost details (actual vs. budget), key milestones, project risks, job site accidents or injuries, and/or any other pertinent information critical to the success of the project and departmental operations.
- Facilitates recurring departmental report that is published to key stakeholders across campus; ensure project updates are informative, accurate, and are regularly updated in a timely manner.
- Consistently follow all safety and best-practices appropriate to the building and construction trades and in compliance with all rules and regulations established by UD, the City of Irving, Dallas County, the State of Texas, and all applicable federal agencies, e.g. Occupational Safety and Health Administration (OSHA), etc.

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MINIMUM REQUIREMENTS

- Bachelor's degree in architecture, engineering, construction management, or a related field is required.
- A minimum of five (5) years' experience in construction project management in a commercial or institutional setting.

PREFERRED QUALIFICATIONS

- Architect License is highly preferred.
- Professional Engineer certification is preferred.
- Prior experience in institutional master planning, Public-Private Partnerships (P3), multi-year capital planning, etc. is preferred.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.