



Terra is pleased to announce the following open position:

All positions contingent on funding

POSITION

Position Title	Construction Project Manager (Terra State) Facilities Manager (Northwest State)
Reports to	Treasurer/Chief Fiscal Officer
Department	Business Services
Is this position a supervisory position?	Yes, Custodial and maintenance staff at Northwest State Community College
Office Location	

SCOPE

Summary of Posting Oversees construction and renovation projects. Serves as contact for contractors, Office of Budget Management, State Architect's Office, Controlling Board, and Attorney General's Office related to construction and renovation. Contracted to administer assigned facilities service areas of the campus of Northwest State Community College. Supervises the managers of the custodial and maintenance staffs at Northwest State Community College.

Job Responsibilities

Manages construction and renovation efforts, and capital projects. Coordinates bid processes, capital requests, contractor's contract, bid guaranty, contract bond, and all related paperwork and arrangements for construction and renovation efforts. Monitors capital component funds; coordinates funding for capital projects.

Serves as contact with State of Ohio's Office of Budget Management, State Architect's Office, Attorney General's Office for capital/construction/renovation projects.

Serves as lead contact for the College on any State database (OAKS) related issues that arise on projects funded through capital and basic renovation funding. Accesses OAKS system to complete steps related to construction and renovation projects.

Coordinates all communication with various A/Es and contractors on jobs. Schedules and chairs construction/renovation project meetings.

Creates, maintains and monitors the financial activity of College wide construction, renovation, and upgrade projects including budget development, verification, and formal requests through the State processes.

Assists in the short-term and long-term planning strategies for the College.

Supervises the facilities departments at Northwest State Community College.

REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Bachelor's Degree in business or mechanical engineering required.

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

Background in higher education desirable.
in facilities planning and implementation is a plus.

Background

What field(s) should the training or degree be related to?

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

State Architect's Certification for Local Administration of Construction Projects

Items preferred, but not required (if applicable)

Knowledge

Knowledge of fund accounting, budgeting, finance, labor relations and business law

Knowledge of construction, renovation and capital project steps

Skills

Effective verbal and written communication skills

Problem-solving skills at a strategic issue level

Effective analytical skills to interpret data

Strong interpersonal skills

Leadership skills to motivate employees

Abilities

Other Characteristic

(Personality, Attitude, Social Presence, etc.)

COMPENSATION INFORMATION

Job Classification	Professional Staff
Job Type	Full-Time
Category	Exempt (salaried)
Recruitment Type	External Posting open to general public
Union Position	No
Grade (if union position)	
Work Schedule	Mostly weekdays, but some weekends and evenings may be required
Hiring Range (Min - First Quartile)	Range begins at \$40,767

ADDITIONAL POSTING INFORMATION

Job Open Date	Immediately
For Full Consideration Apply By	21-Nov-09
Application Review Date	23-Nov-09
Job Close Date	Position open until filled
Required Application Materials	Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.
Other Special Instructions	Please express your interest in this position by submitting your materials to: Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

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