

JOB SUMMARY

Working under the direction of the University of Connecticut Vice President for Facility Services and University Planning, the Executive Director is responsible for leading and managing all aspects of campus and space planning, architectural design, real estate initiatives, and construction projects. This position ensures the strategic development and maintenance of university facilities and properties, aligning with institutional goals and regulatory requirements. The role involves overseeing capital projects, space planning, sustainability initiatives, campus infrastructure, and real estate development to support the university's long-term vision and growth.

DUTIES AND RESPONSIBILITIES

1. In coordination with the Associate Vice President for Budget, Planning and Institutional Research, formulates and develops the master list of university capital projects identified to support the academic plan, including development and maintenance of the master matrix for schedule, funding and disbursement. Responsible for strategic oversight of critical project issues, advanced identification of potential schedule impacts, and risk assessment and management.
2. Identifies and advances partnership and development opportunities at or near the Hartford, Stamford, and Storrs campuses, as well as overseeing projects at Avery Point and Waterbury, as directed by the Vice President for Facility Services and University Planning. The Executive Director works closely with the Associate Vice President for Budget, Planning and Institutional Research and the Office of the General Counsel to establish sound business models for these partnerships, ensuring financial sustainability and strategic alignment with the university's long-term vision.
3. Leads the UPDC review of policies and procedures for the construction of Capital projects, including but not limited to UPDC staffing models, construction project management and quality control. Coordinates with the UPDC Assistant Director of Capital Budget and Planning to develop models for staffing and project documentation, in accordance with State regulations, that will meet the schedule for funding and construction of the University's Capital Program.
4. Leads the UPDC review of Procurement policies and procedures that may apply to Capital projects, including pre-qualifications, set asides, compliance requirements, and contracts and agreements. Coordinates with the Director of Procurement and Director of Contracts to identify areas of, and options for, improvements and efficiencies.
5. For overall department capital projects make recommendations on Construction Delivery Method. Advise and make recommendation on difficult technical and administrative problems associated with design contracts and post award administration of construction contracts.
 - Responsible for ensuring projects are constructed in accordance with project design, schedule and budget.
 - Develops and implements methodology for budgeting projects based on project requirements. Responsible for total project budget control during construction.
 - Identifies budget deficiencies during construction and makes recommendations for a satisfactory resolution.

- Responsible for quality control of project data in computerized project management system related to construction activities
 - Responsible for the development of project specific general conditions.
 - Responsible for obtaining certificates of occupancy.
 - Reviews change requests and makes recommendations as to their merit.
6. Oversees hiring and training of staff, and plans, organizes, controls and directs project management.
 - Ensures that Directors oversee administrative requirements on construction projects, including coordination with University Capital Projects and Facilities Procurement and University Business Services.
 - Ensures that Directors are monitoring regulatory compliance, including but not limited to building codes, for their assigned projects.
 - Ensures that Directors are monitoring contractor safety programs for their assigned projects.
 - Ensures that Directors are monitoring construction inspection and quality control activities.
 7. In partnership with the UPDC Directors:
 - Evaluates, develops and implements University-wide policies and procedures for the implementation of standards that represent best industry practices while conforming to state statutes, regulations and laws governing public institutions.
 - Coordinates with University Capital Projects and Facilities Procurement division in the maintenance and updating of all forms of design and construction contracts.
 - Develops and implements a program for the coordination and preparation of furniture, fixtures and equipment requests for capital projects.
 - Develops and implements process of packaging and turnover of design documents to Capital Projects and Facilities Procurement for construction procurement.
 - Develops and implements a program for the coordination and preparation of final inspection and acceptance of projects.
 - Implements a commission, warranty and turnover protocol
 8. Coordinates with the Office of General Counsel, as needed, for assistance and compliance with legal matters concerning real estate and property management including acquisitions, leases and purchases, and all associated documentation, contracts, reports, correspondence, etc.
 9. Coordinates with the Office of Sustainability for input and compliance with the process of obtaining all required environmental permits prior to start of construction.
 10. Coordinates with the Office of the Fire Marshal and Building Inspectors for input and compliance with building and fire code laws and regulations for existing buildings and construction projects, etc., as needed.
 11. Serves as a member of University Professional Services Selection Committee and Contractor/ Construction Manager Prequalification and selection committees.
 12. Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field such as Architectural, Engineering, Construction Management, Business or Real Estate.

2. Minimum of seven (7) years' experience in the design and construction leadership of large building projects (single projects over \$50,000,000 or programs exceeding \$100,000,000) involving any combination of the following: architectural or engineering design or review; construction supervision; or project management.
3. Experience utilizing the principles, practices, and methods of building design and the design aspects of building modification and construction as well as identifying appropriate building materials.
4. Knowledge of building and fire codes and code enforcement; knowledge of contractual documentation.
5. Experience reading and interpreting project schedules, budgets/costs, and construction drawings and specifications.
6. Experience performing construction dispute resolution and utilizing resolution methodologies.
7. Demonstrated ability to communicate effectively in a timely manner with senior management and staff in both verbal and written methods of communication.
8. Experience working collaboratively with key stakeholders.
9. Supervisory experience leading and managing staff, including organizing and coordinating work of others, setting priorities, and assigning work.
10. Experience managing fiduciary responsibility for all facets of construction and budget management on large projects.

PREFERRED QUALIFICATIONS

1. Master's degree in Real Estate, Architecture, Engineering, Construction Management, or Business.
2. Experience working with local constituents (town government, residents, etc.)
3. Experience managing fiduciary responsibilities for real estate portfolio, including financing, acquisition, development and leasing.
4. Proven ability to translate long-term strategies into day-to-day operations, with demonstrated experience aligning resources with goals in an environment of competitive demands and resources.
5. Minimum of three (3) years' experience in higher education or equivalent institutions.

WORK ENVIRONMENT

- Performance of the position duties will require the ability to climb stairs, ability to climb ladders and to negotiate construction work areas.
- At times, the employee will work at a construction job site where the employee will be exposed to moving machines, outside weather conditions, noise, etc.

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

Must be willing and able to work occasional weekend and evening hours, as needed.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Faculty and Staff Positions, Search #498990 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on May 8, 2025.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.

The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The University of Connecticut is an AA/EEO Employer.