



Clark Atlanta University Job Description

Position Title:	Facilities Design & Construction Project Manager
Department:	Facilities Management
Reports To:	Vice President of Facilities Management

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Facilities Design & Construction Project Manager provides critical support to the Vice President of Facilities Management and the Director of Construction in the planning, coordination, and execution of Title III funded capital construction and renovation projects across the University campus. This role assists in managing design consultants, contractors, and campus stakeholders to ensure projects are delivered on time, within budget, and in alignment with institutional standards and objectives. The position requires independent judgment, technical capability, and strong project management skills. [This position is funded by Title III, a federal grant from the U.S. Department of Education. Continued employment is contingent upon the availability of grant funding. The selected candidate must allocate 100% of their time and effort to work that directly supports Title III program objectives.](#)

Examples of Duties and Responsibilities:

Project Coordination & Administration

- Assist in the day-to-day management of assigned capital projects from pre-design through closeout.
- Coordinate with architects, engineers, contractors, and university stakeholders to facilitate project progress.
- Track project schedules, budgets, and key milestones; identify and communicate potential risks or delays.
- Maintain project documentation, including meeting minutes, reports, logs, and correspondence.

Design & Construction Support

- Support the review of design documents (SD, DD, CD phases) for completeness, constructability, and compliance with university standards.
- Assist in managing the permitting process and coordination with local authorities having jurisdiction.
- Participate in construction meetings, site walks, and inspections to monitor progress and quality.
- Review submittals, RFIs, and change orders for completeness and alignment with contract documents.

Budget & Cost Control

- Track project budgets and assist in evaluating cost estimates, bids, and change proposals.
- Support reconciliation of project costs and maintain financial logs.
- Assist in identifying value engineering opportunities without compromising quality or program goals.

Procurement & Contract Support

- Assist in the preparation of RFQs/RFPs for design and construction services.
- Support contractor and consultant selection processes, including bid evaluations and interviews.
- Ensure compliance with university procurement policies and contract requirements.

Quality Assurance & Compliance

- Monitor construction activities to ensure adherence to design intent, safety standards, and applicable codes.
- Assist in coordinating inspections, testing, and commissioning activities.
- Support project closeout, including punch list tracking, turnover documentation, and warranty management.

Stakeholder Engagement

- Coordinate with campus users, facilities staff, and leadership to minimize disruption to ongoing operations.
- Provide regular project updates and reports to internal stakeholders.
- Support move-in planning and transition to operations.

Knowledge, Skills and Abilities:

- Attention to detail and ability to manage multiple projects simultaneously
- Strong interpersonal and coordination skills
- Proactive problem-solving and decision-making ability
- Ability to read and interpret technical drawings and specifications
- Commitment to quality, safety, and institutional standards

Minimum Hiring Standards

Education	• Bachelor's degree in Architecture, Engineering, Construction Management, or a related field. Licensed architect or engineer, preferred. • Working knowledge of construction documents, building systems, and construction processes. • Familiarity with project management software (e.g., Procore, Bluebeam, MS Project, or similar). • Strong organizational, communication, and problem-solving skills.
Years of Experience Required	• 3-7 years of experience in construction or project engineering, preferably on institutional or commercial projects.