



## CONNECTICUT STATE COLLEGES & UNIVERSITIES

### JOB OPPORTUNITY

#### CSCU Facilities Design Planner

- Open To:** The Public
- Location:** CSCU System Office, 61 Woodland Street, Hartford, CT
- Hours:** Full-Time, 40 hours/week
- Compensation:** \$62,500 to \$81,300 hiring range (*based on experience & training*)
- Rank:** Management / Confidential (Mgr 1)
- Closing Date:** Review of applications will begin on May 7, 2018 and will continue until the position is filled.

The Connecticut State College & University (CSCU) System Office invites candidates to apply who have an extensive background in the planning, design, construction and renovation of college facilities and equipment.

#### **Position Summary:**

Located in Hartford, CT, this Facility Design Planner position is responsible for project planning and oversight of a variety of construction and renovation projects involving the Connecticut State College & University (CSCU) system of twelve (12) community colleges. The incumbent will be considered a lead agent on these projects and will collaborate closely and provide expert direction and insight to campus administrators and facility staff, and contractors during all aspects of project planning and execution. The roles and responsibilities of this position may evolve over time and adapt to organizational structural changes which may be made during the next few years.

#### **Supervisory and Other Relationships:**

The position is required to have extensive cooperative and collaborative relationships with staff, professionals, administrators, the public and with professionals in peer organizations and professional associations. The incumbent is expected to collaborate with CSCU System Office Facility Division staff, campus personnel and users of the Facility Division's services and to represent the CSCU System in a positive manner. This position reports to the CSCU Vice President for Facilities, Real Estate, and Infrastructure Planning.

### **Essential Duties and Major Accountabilities:**

The Design Planner is accountable for contributing to a physical environment that enhances the CSCU System's educational mission through effective performance in these essential functional areas of architectural design, construction management, and capital budgeting.

1. Responsible for planning, developing project budgets and administration of design & construction of capital construction projects for the Community Colleges. This accountability includes such essential tasks as:
  - a. Administer facility designs, construction drawings and specifications;
  - b. Oversee and review designs prepared by consulting architects, engineers and designers;
  - c. Conduct feasibility studies of proposed construction, renovation and repair projects and making appropriate recommendations;
  - d. Participate in the development and maintenance of computerized design, drafting and archiving systems.
2. Responsible for bidding and construction administration of the community colleges' minor capital projects (agency-administered projects). This accountability includes such essential tasks as:
  - a. Obtain and analyze construction bids and make contract awards according to established standards of cost and qualifications;
  - b. Conduct periodic site inspections to verify quality of construction and adherence to plans and specifications;
  - c. Approve and process payments to contractors;
  - d. Negotiate and process change orders on projects when necessary;
  - e. Conduct final tests and inspections, obtain warranties and authorize final payments to contractors.
3. Manage and administer the design process, and professional architectural and engineering design consultants.
4. Review project drawings and specifications and coordinate with consultants and other state agencies.
5. Interface with the State's Department of Construction Services, Office of the State Building Official and State Fire Marshal's Office representing the community colleges during planning, design, and construction of major and minor capital projects.
6. Capital Budget: The Facilities Associate is accountable for contributing to the effective planning for the Community College System's facilities and to its fiscal control. This accountability includes such essential tasks as:
  - a. Participate in long range planning for facilities and equipment including consideration of the Community College System's central mission of higher learning as well as functional, aesthetic, safety and environmental goals;
  - b. Participate in development of standards for engineering, architecture, safety and environmental considerations in future designs;
  - c. Develop specific project budgets and participate in development of long range budget plans.

### **Minimum Qualifications:**

Bachelor's degree in a related field. Master's degree preferred. Five (5) years of progressive experience in construction related administration. Professional license as an architect or engineer. A bachelor's degree and significant experience in a related field may be considered in lieu of a professional license.

Incumbents must have demonstrated professional skills and abilities in architecture, engineering, structural design, building construction and administration, computerized drafting and design, and capital planning and budgeting.

### **Application Procedure:**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu). Please reference “**Search # 18-03**” on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) CSCU Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Review of applications will begin on May 7, 2018 and will continue until the position is filled. Incomplete application packages may be discarded.

**Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU and our 17 institutions.**

**Notice of Nondiscrimination:**

The Connecticut State Colleges and University System does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, (860)723-0727 or by email at [glendel@ct.edu](mailto:glendel@ct.edu).

*CSCU is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*