

Class Code:.....0713
Position #:(NUNC).....
Developed by:.....
Reviewed by:.....AM
Approved by:.....LK
Date:.....12/04

UNIVERSITY OF RHODE ISLAND

POSITION DESCRIPTION

TITLE: Director, Campus Planning & Design
DIVISION: Administration
REPORTS TO: Assistant Vice President for Business Services
GRADE: 16
SUPERVISES: University planners, architects, engineers, project managers and support staff

BASIC FUNCTION:

Responsible for planning and design of campus physical improvements, new construction and renovation projects of buildings, utilities and landscape, space planning and other campus planning and design work as may be required. Manage architectural and engineering consultant contracts, plan and maintain University's aesthetic and functional objectives, including longevity, sustainability, functionality and architectural appropriateness.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Plan and design of major construction projects on the campuses of the University of Rhode Island including conceptualization and formulation of capital projects, siting, massing, architectural intent, design standards, space allocation and phasing.

Develop construction programs, costs projections, funding programs and analysis and general background information for capital improvement program and related campus programs.

Prepare RFP's and manage selection process for planning and architectural and engineering (A/E) services consultants. Oversee the work of A/E service consultants and coordinate with Office of Capital Projects and Office of Facilities.

Monitor projects from conception through commissioning; work directly with consultant design team and the Office of Capital Projects to assure that plans and specifications are

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being followed; make final recommendations regarding substitutions and changes to approved plans.

Prepare designs, plans, specifications and estimates for various construction projects on campus. Develop programming and feasibility studies for renovation and new construction projects for buildings, landscape and other improvements.

Work with Capital Projects and Facilities Services to coordinate the design, cost management and maintenance of projects.

Oversee the implementation of the campus master planning, land use planning and regulation, and implementation planning.

Work with the Space Enhancement, Design, and Allocation (SEDA) Committee and the Campus Master Plan Review Team to oversee the Master Plan and its implementation, new construction, deferred maintenance, renovating buildings and landscapes and building new facilities.

Translate the vision and institutional direction set forth by the President into manageable, prioritized capital projects that are consistent with the long-term Master Plan goals.

Work with Office of Planning Services to regularly review investment priorities set in the capital improvement program and other programs against the University's institutional and research goals, ongoing activities, new directions, new opportunities and initiatives.

Work with specific projects building committees to develop the space program and cost estimates of new construction or renovation projects, either through external services or in-house, and articulate the implications of each space program on the rest of campus space and operations.

Maintain and update other databases and information systems necessary to assess needs, make project decisions and produce accurate reports.

OTHER DUTIES & RESPONSIBILITIES:

Perform additional duties as designated by the Vice President for Administration or the Assistant Vice President for Business Services.

LICENSES, TOOLS & EQUIPMENT:

Professional registration in architecture, engineering or landscape architecture in the State of Rhode Island is preferred.

ENVIRONMENTAL CONDITIONS:

The position will not be substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in architecture, landscape architecture, engineering, planning or a related field; a minimum of seven years' experience working as a planner, architect, or landscape architect at or for an institution of higher education, or for a planning/architectural firm with significant experience working with institutions of higher education, with a minimum of five years in a managerial position; thorough knowledge of principles and practices of planning, architecture and design, building materials, current methods and techniques used in building construction and renovations; ability to organize, prioritize and perform under pressure in both public and internal capacities; computer literacy including working knowledge of typical office software products, computer-aided design systems (AutoCAD), project management and estimating software; ability to communicate effectively verbally and in writing; strong interpersonal skills. **PREFERRED:** Professional registration in architecture, engineering or landscape architecture in the State of Rhode Island.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.