

Senior Project Manager
University at Buffalo, The State University of New York

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Posted Feb. 15, 2024, set to expire Aug. 4, 2024

Job Title	Senior Project Manager
Department	Design and Construction
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/48150
Apply By Email	
Job Description	

Position Summary

Finally find real work/life balance and achieve carbon neutrality with us while you're at it! [University Facilities Design & Construction](#) Department seeks an experienced **Senior Project Management** professional to lead a cohort of project management staff while also conducting project management work. Oversee an on-time, and within-budget delivery of multiple major construction projects simultaneously, while assuring the safe and unrestricted pursuit of the University's overall mission. In this role, ongoing responsibilities include but are not limited to:

- Supervise a project delivery team of approximately 3-5 professionals including project managers and project site representatives.

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- Serve as the single point of contact and responsibility for project related performance regarding safety, schedule, budget, quality, and communication.
- Coordinate and communicate regarding a variety of projects including in-house design/build renovation work, critical maintenance projects, and capital-funded design/bid/build work.
- Work closely with University Procurement to process bids, award contracts, estimate costs, order materials and services, administer submittals, manage payments, and process changes to the project as needed.
- Collaborate closely with senior leadership to prioritize project work and forecast appropriate levels for staffing needs, project funding, and continuous improvement opportunities.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree in Architecture, Engineering, Construction Management or related degree with 3 years of experience in project management.
- Equivalent combination of education and experience may be substituted for the degree.

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- Excellent oral, written, organizational, and interpersonal skills required.
- Demonstrated ability to work with a diverse group of staff at all levels of an organization.

Preferred Qualifications

- Master's degree in Architecture, Engineering, Construction Management, or related field with 7 years of experience in project management.
- Demonstration of ability to write and manage project schedules and budgets from inception to completion preferred.
- Supervisory experience recommended.
- Experience in higher education renovation and construction projects of similar size and scope desired including laboratory, and/or SUCF capital improvement projects.
- New York State registration in architecture or engineering ideal. Certification as PMP, NYCCEO, and/or LEED or equivalent considered.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact