

Campus Renewal Planner Tufts University

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Posted Dec. 4, 2024, set to expire Apr. 18, 2025

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| Job Title | Campus Renewal Planner |
| Department | Operations Division |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Dec. 4, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Facilities/Maintenance/Transportation |
| Job Website | https://jobs.tufts.edu/jobs/21195?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

The Operations Division at Tufts includes facilities, design and construction, campus and capital renewal planning, real estate, campus safety, dining, auxiliary services, and other related services on multiple campuses across 5.8 million square feet in 250 buildings. Operations services four campuses in Massachusetts: the main campus in Medford/Somerville, the health sciences and SMFA campuses in Boston and the veterinary school campus in Grafton. The Operations Division supports Tufts University's mission in teaching, research, and clinics by providing stewardship, recommendations, services and advice in its primary areas of obligation: optimizing use of space and real estate, strategic and responsible management of the built environment, creating a secure campus environment and infrastructure, promoting best-in-class sustainability practices and policies, and creating exceptional community experiences that enhance Tufts' reputation and brand. The Facilities Management Department employs approximately 150 staff members including a unionized trades, grounds, labor force with outsourced custodial services. The annual operating budget is \$120M, including \$60M in capital renewal.

The Campus Renewal Department is a critical area of the University which is responsible for developing strategies for identifying, prioritizing, and costing critical capital renewal needs (buildings, building systems, landscape, hardscape,

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infrastructure, and utilities) in support of the university's teaching, research and clinical practice missions and sustainability goals. This team develops and manages a data driven program designed to support prioritization around the renewal of the University's infrastructure. This group works closely with Facilities, Campus Planning, Capital Programs, Sustainability, and the University's different business units to develop a multi-year infrastructure renewal plan.

What You'll Do

Reporting to the Director of Campus Renewal, the Campus Renewal Planner will manage all capital renewal planning and project development efforts across the University's diverse portfolio of buildings, infrastructure and open spaces. Key Functions include program design, planning, administration, program management, and communications.

- A key responsibility will be running feasibility studies and developing renewal projects including scope, budget, schedule and cashflow projections, ahead of passing them off to our Capital Projects team.
- Analyze condition metrics and data to propose projects that improve campus condition and leverage an efficient use of resources.
- Manage a variety of consultants from drafting RFPs through their engagement to support feasibility efforts for proposed projects.
- Assist in compiling the multi-year capital plan and advise on sequencing.
- Monitor renewal projects that are in progress, managed by Capital Projects to ensure all the initial milestones set during development are met.
- Support the director in the oversight and development of department goals for spending and condition targets.
- Collaborate across all of operations including architects and planners, Capital Projects, Facilities, Engineering, and Procurement.

What We're Looking For

Basic Requirements:

- Experience (3-5 years) in the field of facilities management, engineering, architecture or campus planning
- Ability to work independently in a detail-oriented environment, manage multiple relationships, advance multiple assignments simultaneously to meet deadlines and to work effectively as a member of a project team
- A broad understanding of building construction, building systems (envelope, mechanical, electrical, plumbing, fire alarms) and site utilities is required
- Ability to read and understand construction drawings
- High attention to detail and organization
- Ability to communicate ideas clearly, both verbally, graphically and in writing
- Proficiency with Microsoft Office Suite (Excel, PowerPoint, Word, Outlook), and database entry, management and analytics tools (i.e. PowerBI, Tableau)
- Experience with project management tools (i.e. PMWeb, Microsoft Project), and Autodesk products (Revit & CAD) preferred
- Experience with a computerized maintenance management software (i.e. Maximo)
- Demonstrates ability to work with a diverse workforce and population and to respect and value differences
- An ability and commitment to work effectively in a culturally diverse and inclusive environment

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Preferred Qualifications:

- Masters Degree in Facilities, engineering, construction, architecture, urban planning, or similar field
- Experience with capital budget management
- Previous experience with Facilities Condition Assessments
- Experience in higher education facilities management, campus planning, or project management

Special Work Schedule Requirements:

- This job involves responsibilities that are performed in a hybrid working environment
- Flexible work arrangements can be amended or terminated by a manager with reasonable notice if work requirements or business needs change

Pay Range

Minimum \$85,650.00, Midpoint \$107,150.00, Maximum \$128,600.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact