



**University of Texas at El Paso
Job Description**

Job Code: 9402
Job Title: IT-Facilities Planning and Construction Liaison
Department: Information Technology
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Serves as liaison between Information Technology (IT) and Facilities, Planning, and Construction in order to ensure that construction and remodeling projects have accurate technology plans, designs, and schedules, and that changes and status of projects are effectively communicated.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Assists in the maintenance of technology infrastructure components of construction project as-built plans; collaborates with Facilities, Planning and Construction (OFPC) and IT on infrastructure designs, specifications, and contractor submittals to ensure compliance with University IT standards and expectations, project scopes of work and budget constraints.

Coordinates with IT and Facilities, Planning and Construction on the implementation of infrastructure standards; tracks completion of IT tasks for compliance with project schedules; reviews the work of IT design consultants, contractors, and vendors; reviews project invoices in cooperation with IT and OFPC project managers; develops and disseminates project updates to stakeholders.

Ensures projects comply with developed standards and industry best practices, as modified and adopted by the University; provides education and training to OFPC in project management such that project plans between construction and Information Technology are synchronized.

Develops, with assistance from IT Project Manager, all Visio drawings to be utilized for project implementation; ensures the input of all required entries into DocIT and audits upon project completion.

Ensures that Closet Standardizations are implemented and maintained in accordance with EIA/TIA Industry Standards; provides education and training to all required entities for Cabling and Closet Standardization.

Acts as liaison with project customers, Facilities, Planning and Construction and IT Project Managers on an ongoing basis; communicates with the information technology organization, information related to schedules and budgets on all construction and remodeling projects; assists in developing best practices and tools for project execution and management.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.



Minimum Experience required:

Five years of experience in designing and managing a multi-site telecommunications and infrastructure environment; working knowledge of and hands-on experience with TCP/IP (Transmission Control Protocol/Internet Protocol) in large (1,000+ nodes) LAN's (Local Area Networks); detailed knowledge of internal and inter-building networking and interface media; working knowledge of fiber optic systems. Three (3) of the five (5) years of experience must be in project management with strong oral and written communication skills; familiarity with network troubleshooting tools; familiarity with IEEE and BICSI standards; strong skills in reading, understanding, and interpreting (for non-IT staff) IT plans and specifications; exemplary skills in working cooperatively as part of a diverse team of in-house staff, contractors, and consultants; demonstrated proficiency using MS Word, Outlook, Excel, PowerPoint, Project, and/or other related software; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee is frequently required to sit and talk or hear. The employee is occasionally required use hands to feel. The employee must regularly lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high or precarious places, fumes or airborne particles, and risk of electrical shock. The employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.