PLANNING & CONSTRUCTION
DEPARTMENTAL GUIDELINES

The University of Texas El Paso Facility Services
Planning and Construction Department

Issued on January, 2015
INTRODUCTION

This handbook, *Design and Construction Departmental Guidelines*, is prepared to assist all professionals, customers, staff members and University Employees to gain an understanding of the structure and distinct responsibilities of each of the team members of the Planning and Construction team at The University of Texas El Paso Facilities Management Department. The information presented in this manual is based upon the desired outcomes and operational expectations that a user and contractor of The University of Texas El Paso should expect from members of the Planning and Construction department in all times during the duration of a project. This document is intended to serve as a living documents and the Director of the Planning and Construction reserves the right to update as required and will require for all employees' regardless of the tenure and or previous descriptions of their job titles from when we issue any updates, clarifications, and memoranda’s to comply with such changes.

These guidelines are intended to supplement the policies and the procedures of The University of Texas at El Paso “Standards of Conduct Guide”, in addition to Texas State Building Commission, the latest edition of the UT System Uniform General Conditions and the Supplementary General Conditions for Construction and Design as illustrated in our Contracts, Documents and other applicable handbooks. It is expected and assumed that all professionals providing design services for UTEP are well accustomed to work under with these policies and procedures and therefore require special dispensation of such policies and procedures.
Principles

As stated in our introduction this handbook, Design and Construction Departmental Guidelines, is prepared and intended to assist all professionals, customers, staff members and university employees to gain an understanding of the structure and individual responsibilities we expect each member of the design and construction facilities department at The University of Texas El Paso must display in their discharge of their duties while employed by the institution.

One of the key aspects of being a current employee of the Planning and Construction Department is the need to understand those distinct and campus specific drivers that the University of Texas at El Paso operates under. Those designated specific drivers start with a set of core values that include the campus vision, the campus mission, our ethical expectations as well as the distinct requirements set by our job descriptions. These set of core values as defined by the Mission of the Institution, the Vision of the Department, our Ethical Guidelines and Job Descriptions that must be adhered to during our discharge of our duties and responsibilities as we perform our day to day duties on every project being built on the at El Paso Campus.

In the following pages we will outline the Mission, Vision, Core Values, Ethical Code of Conduct as well as our distinct Job Descriptions. This document again is intended to provide each employee with a set of guidelines to assist him or her during their daily discharge of their assigned duties. Please be aware that it is not the expectation of this document to limit the individual employee performance, but only to insure that the QUALITY as well as the THOROUGHNESS OF THEIR WORK is consistent among all members of the Planning and Construction Department.
Mission

Planning and Construction Department

To support the University of Texas at El Paso's continued expansion by applying analytical, strategic, and technical expertise for the use of the institution's spatial resources, land use, master planning, programming, space planning, and sustainability by providing stewardship of its unique campus architecture, identity, and urban fabric.

Deep inside our mission as stewards of the campus' distinctive architectural image, unique operational needs and continued growth, the Planning and Construction Department must at all-time serve and promote as client representatives ways to enhance the user and visitor experiences they enjoy when on campus. As a team we must treasure and promote the need to adhere to the distinctive BHUTANES Architecture style for which UTEP is recognized by. We must be observant of any and all projects that are being undertaken to ensure we preserve this distinctive image and brand. Our roles goes beyond just preserving the style, but one of advancing this architectural language as we maneuver our campus thru its next centennial while insure a enriching learning experience for all of our users, students and faculty.

The University of Texas at El Paso commitment and goal of becoming a tier One Research institution provides the Planning and Construction team with an opportunity to enhance our academic building stock and create additional research and scientific rich academic environments. Presented with the University’s need to grow and add more building to our campus also provides our staff an opportunity to enhance and our existing outdoor spaces, pedestrian amenities and our distinctive arroyo that cuts thru the middle of our campus.

Space Information Resources

Provide analytical, strategic, and technical expertise to University constituents in support of data-based decisions for better management of our distinctive spatial resources

Imbedded inside the Planning and Construction resides the Space Information Resource Team, and their mission complements the Departments overall mission. This team is responsible for managing and providing information and data concerning the use of every space within the university building stock.
Vision

*To enhance the University of Texas at El Paso’s educational mission by developing, planning, designing and constructing learning environments that foster a twenty first century Tier One University serving a 21st century Demographics.*

If we approach this vision as stewards of the campus’ distinctive expectations, the Planning and Construction Department must not only preserve the existing quality of our buildings, but we must also assist in developing enhanced standards for the quality and image for all of our existing and new buildings. Higher education facilities find themselves in the middle of an intensive evolution that is impacting their abilities to meet their needs while embracing newer technology and having to quantify their space utilization. These are a few of this challenges which requires for our department to have a broader understanding of life cycles and pedagogical trends, but more crucial - the ever developing student population. This student population is evolving in character, racial composition, and technical savvy as well as distinctive educational needs.

Classroom technologies and laboratory assignments are changing. We must evaluate our spatial needs with a“multi-disciplinary” filter as we begin any project. Our campus’ rich architectural style and distinct site conditions make the goals of the university “to provide for a twenty-first century experience” our most distinctive challenge. It is the imperative for all of our Project Managers, Designers and Planners to continuously challenge our consultants to insure that the outcome of each assignment will serve the goals of the institution for years to come.
Core Values

At the center of any department team effort, we will always find a series of core values that provide a similar environment for collaboration, respect and growth. Within this “business like environment” these core values begin to define how we work with each other, how we communicate with our clients and co-workers, but more importantly, how the character of our team is formed.

Each of these core values are to be treated as fundamental elements of our persona as well as how we are expected to work with each other. They begin to outline how individual and team performance is being reviewed and valued as the department evolves and continues to improve. Our presence is not only felt within our team but is also impacting how the rest of the institution, faculty, staff and students perceive our team’s actions.

**Competency:** Our staff will constantly strive to improve the level of accuracy, skill and knowledge in order for our team to deliver to our institutions client the more insightful counsel on their projects. The leadership of our department is committed to assist and support our team members with opportunities to grow within our professional expertise. Continuing educational opportunities as well as mentoring is the foundation for our staff to grow.

**Communication:** Our organization will constantly strive to improve the openness and clarity our staff engages when communicating with our clients. The planning and construction department believes in the need to have an open and frank dialogue with all of our customers. We must strive to keep our clients, co-workers and staff continuously informed at all time of any issues that impact the project as well as any issues that may hamper their performance on this project and how we discharge our duties.

**Ethics and Integrity:** Our organization will hold all of its members to the highest standards of ethics and integrity in all of our endeavors. This ethical behavior is defined both in this document as well as in the university’s “Standard of Conduct Guide”, which is illustrates more global view of our staff performance as expected by the system. The ethical codes outline in this document are more focus on our performance of our duties as it applies to the practice of managing improvement projects as project managers.

**Teamwork:** Our organization views all of its members as an interdependent network of highly skilled professionals that work and support each other’s work and needs without reservations. Each team member shall be counted on for support and assistance at all times without the fear of any hidden agendas.

**Empowerment:** Our organization views its staff members as its most valued assets and will endeavor to provide each staff member with the “appropriate tool sets or training required” for professional growth, achievement and client service.
Ethics and Integrity Guidelines

At all times employees and members of the Planning and Construction Department will:

*Maintain and advance their knowledge of the art and science* of planning, construction and architecture, respect the body of accomplishment, contribute to its growth, thoughtfully consider the social and environmental impact of their professional activities, and exercise learned and uncompromised professional judgment.

*Strive to improve* their professional and technical knowledge and skill.

*Continually seek to raise the standards* of aesthetic excellence, architectural research, training, and construction methodology.

*Respect and help conserve* their natural and cultural heritage while striving to improve the environment and the quality of life within it.

*Promote allied arts* and contribute to the knowledge and capability of the building industries as a whole.

*Embrace the spirit and letter of the law* governing their affairs and should uphold the law in the conduct of their professional activities.

*Not accept payments or gifts* which are intended to influence your judgment and impartiality.

*Shall not engage in conduct* involving fraud or wanton disregard of the rights and reputation of others.

*Shall not counsel or assist a client* in conduct that you should know, is fraudulent or illegal.

*Serve your client* in a timely and competent manner.

*Not materially alter the scope or objectives of a project* without the client’s consent and approval.

*Avoid conflicts of interest* in your discharge of your duties on behalf of the department and fully disclose all unavoidable conflicts as they arise.

*Safeguard the trust* placed in you by your clients and supervisors.

*Shall not knowingly make false or misleading statements* of material fact when speaking in your professional capacity and or as representative of this institution.

*Shall not intentionally or recklessly mislead* existing or prospective clients about the results that can be achieved by means that violate applicable law or this ethical behavioral codes.
Departmental Organization

As part of doing business with our department, it is imperative that professionals, vendors, staff and faculty must understand how our department is structured and to whom we are accountable to. As part of the Department of Business Affairs the Planning and Construction team is one of several entities that are entrusted with the management and upkeep of our institutional assets. It is because of this mandate, we are responsible for the planning, design, construction and closeout of any enhancement, remodel, re-purpose or decommission of any space, equipment and or components of all university owned inventory. The planning and construction department is entrusted by the Vice President for Business Affairs to insure that all processes, requirements and or modifications meet with the rules, regulations and mandates from the University of Texas System, The Higher Education Coordinating Board and the University of Texas at El Paso administration.

As the institution evolves into a Tier One Research Institution is imperative that all of the buildings, support systems, infrastructure and equipment meets the needs of its faculty, staff, students and researchers. The planning and construction department members have been charged with assisting our constituents in reaching these goals, while managing and preserving the assets of the institution.
Planning and Construction Organizational Chart

Dr. Diana Natalicio
President
The University of Texas at El Paso

Cynthia Villa
Vice President
Business Affairs

Greg McNicol, AIA
Associate VP Business Affairs
Facilities Management

Jesus E. Carrilo, PE
Director
Facilities Services
Facilities Services Staff

Nestor Infanzon, FAIA, RIBA
Director
Planning and Construction

Jenny Fraire-
Director
Facilities Services
Financial

Robert Parker, AIA
Assistant Director
Planning and Construction

Jose G Dominguez, PE
Senior Project Manager

Carmen Byers
Construction Manager

Elizabeth Thurmond
Interior Design Consultant

Brenda Fiorenzo, RA
Project Manager

Robert Meredith
Construction Manager

Pricilla Velez, RID
Interior Designer

Monica Ulguin, RA
Project Manager

Miguel Perez, EIT
Project Manager

Adrian Guzman
Senior Drafter Tech
Planning and Construction Project Organizational Chart
Planning and Construction Team Job Descriptions

As part of the mandates from the University of Texas System, The Higher Education Coordinating Board and the University of Texas at El Paso administration the Planning and Construction team is engaged in a transformative process to become a more effective team as we meet our goal of becoming a TIER One institution. During this period of growth and evolution our staff is committed to seek out new training, hone our skills and become more aware of the distinctive skill require to design, maintain and manage the building stock for the UT El Paso Campus.

As our five key core values begin to define the character of our team expertise, which are defined as competency, communication, ethic and integrity, teamwork and more crucial empowerment. The description of every team member job and their relationship to the department as a whole are crucial. The Job description is intended to define the minimal requirement that is expected from each team members based on their respective job description, required responsibilities as well as training and licensure expectations. These jobs descriptions in turn begin to define the individual expectation that each job will be held accountable for during their delivery of the work assigned to each individual. In a world that requires not only the staff to be fluid and adaptable it also begins to define on behalf of the department what our baseline or benchmark for the job performance of each position. These benchmarks allow the institution the opportunity to develop strategic training, educational requirements as well as job related processes and compliance.
Role: Director  
Department: Planning and Construction  
Reports to: Associate VP for Facilities Management who reports to the  
Vice President of Business Affairs  
Position: Exempt and serves at the pleasure of the University president  

Job Description: The Director for Planning and Construction is responsible for the day to day management of the Planning and Construction Department. The Director is responsible for developing and implementing all policies, mandates and instruction given to The Director by the Associate Vice President for Business Affairs, Vice President for Business Affairs and the President of the University. The Director of Planning and Construction exercises functional authority and serves as the steward for planning, organization, control, integration, and completion of projects within area of assigned responsibility with the approval of the Associate Vice President for Business Affairs. The Director is responsible for setting goals and vision for the department on an annual basis.  

Duties and Responsibilities:  
General note: The primary items of accountabilities as described below are intended to set a general content of requirements of this position and are not intended to be an exhaustive statement or limiting to of the positions 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.  

The Director:  

- Promotes organization policies and procedures in compliance with local, state, and federal rules and regulations; advises University personnel regarding the development and implementation of regulatory strategy, potential areas of regulatory concern, and new government/regulatory developments.  

- Implements directives corresponding to division outlining policy, program, or operational changes to be implemented  

- Ensures operational efficiency and economy of the department  

- Develops and implements short and long-range plans, conceptual designs, and capital outlay (budget) requirements and documentation for assigned area(s)  

- Provides training policies, standards, guidelines, and monitoring of processes in relation to general control, privacy regulations, and development and operation of the University’s infrastructure.  

- Monitors the formulation and coordination of account specifications, requirements for monetary transactions, and associated documents, reviews and approves negotiated agreements for area(s) of assigned responsibility.  

- Reviews and approves documentation relating to needs specific to assigned area(s).  

- Reviews cost factors and estimates used in planning, organizing, and scheduling work, preparing bids, selecting vendors or subcontractors, and determining cost effectiveness.  

- Understands department’s role in accomplishing the University’s mission.
• Compiles and submits reports as required by management, state, local, and federal regulatory agencies.

• Acts as liaison between planning and construction department and the university leadership and administration.

• Participates in various committees, professional trainings, industry conferences, and conventions.

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

• Complies with all State and University policies.

• Other duties as assigned by the AVP for Facilities Service.

• Occasional traveling required.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

**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.

**Education required:** Professional Degree (B Arch, or M Arch) in Architecture, and or Planning.

**Professional Licensure:** Texas licensure in good standing

**Experience required:** A minimum of 20 years of professional experience, in addition the candidate should possess substantial years of experience commensurable to the statement of duties and responsibilities; or equivalent combination of education and experience. Experience with Institution of Higher Education desired.

**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; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

**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. As a member of the Planning and Construction Department this positions requires for being on site and therefore exposed to noise levels in the work environment that ranges from moderate to very loud.
Role: Assistant Director
Department: Planning and Construction
Reports to: Director of Planning and Construction who reports to the Associate VP for Facilities Management
Position: Exempt and serves at the pleasure of the University President

Job Description: The Assistant Director for Planning and Construction is responsible for the day to day management of the Planning and Construction staff. The Assistant Director is responsible for implementing all policies, mandates and instruction given to him by the Director for Planning and Construction. In the absence of the Director for Planning and Construction the Assistant Director will serve as Acting Director and therefore must be responsible for the vision, planning and execution of all other duties the Director has to perform. The Assistant Director assists in the implementation and exercises functional authority for the organization, control, and completion of projects within area of assigned responsibility with the approval of the Director.

Duties and Responsibilities:
General 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.

The Assistant Director:

- Promotes organization policies and procedures in compliance with local, state, and federal rules and regulations; advises University personnel regarding the development and implementation of regulatory strategy, potential areas of regulatory concern, and new government/regulatory developments.

- Implements directives corresponding to division outlining policy, program, or operational changes to be implemented as prescribed by the Director

- Ensures operational efficiency and educational needs of the department staff to perform their assigned duties

- Assist in the development and implementation of the departments short and long-range plans, designs, and capital outlay (budget) requirements and documentation for assigned project(s)

- Assist in providing training policies, standards, guidelines, and monitoring of processes in relation to the development and operation of the University’s infrastructure.

- Assist in monitoring the formulation and coordination of account specifications, requirements for monetary transactions, and associated documents; reviews and approves negotiated agreements for area(s) of assigned responsibility.

- Reviews and approves documentation relating to needs specific to assigned area(s).

- Reviews cost factors and estimates used in planning, organizing, and scheduling work, preparing bids, selecting vendors or subcontractors, and determining cost effectiveness. Serves as a committee leader in assigned project selection teams.

- Understands and promotes the department’s role in accomplishing the University’s mission.
• Compiles and submits reports as required by management, state, local, and federal regulatory agencies.

• Acts as liaison between planning and construction department and the university users and clients.

• Participates in various committees, professional trainings, industry conferences, and conventions.

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

• Complies with all State and University policies.

• Other duties as assigned by the Director of Planning and Construction and the AVP for Facilities Service.

• Occasional traveling required.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

**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.

**Education required:** Professional Degree (B Arch, or M Arch) in Architecture, and or Planning.

**Professional Licensure:** Texas licensure in good standing

**Experience required:** A minimum of 15 years of professional experience, in addition the candidate should possess substantial years of experience commensurable to the statement of duties and responsibilities; or equivalent combination of education and experience. Experience with Institution of Higher Education desired.

**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; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

**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. As a member of the Planning and Construction Department this positions requires for being on site and therefore exposed to noise levels in the work environment that ranges from moderate to very loud.
Role: Architect NOT AN ACTIVE AND CURRENT POSITION
Department: Planning and Construction
Reports to: Assistant Director of Planning and Construction who reports to the Director of Planning and Construction
Position: Exempt

Job Description: An Architect is responsible for providing full professional Architectural Services to the University in the planning, design and coordination of complex projects from project inception to completed construction and final through occupancy by the university client. The Architect primary responsibility is to ensure that the goals of project planning, design, budgets, schedules, and construction are met within prescribed time frame and funding as provided and agreed by the University and its representatives. He or she is responsible for complying with all policies, mandates and instruction given to him or her by the Assistant Director and or by the Director for Planning and Construction.

Duties and Responsibilities:
General 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.

A Project Manager:

- Participates in campus master planning, capital improvement planning, and architectural space planning as assigned.

- Develops project planning and programming documentation to gain approval from the university and its appropriate management level including the Director for Planning and Construction.

- Prepares requests for proposals and conducts all necessary meetings to facilitate hiring consultant services with the approval of the Director for Planning and Construction or designated agent.

- Serves as University (Owner) Representative on larger facility projects managed by University of Texas System OFPC, as assigned and he or she is responsible to represent the needs and vision of the institution.

- Prepares contractual agreements as necessary to facilitate hiring consultant and construction services with the approval of the Director for Planning and Construction or designated agent.

- Coordinates and serves as steward for the programming, design, bidding, and construction of new facilities, additions, and renovation projects as assigned.

- Coordinates and serves as steward towards a collaborative project development process. Coordinates with proponent groups and building committees to facilitate rational facility planning, budgeting, and scheduling.

- Coordinates and serves as steward on all predesign meetings with the project team including discussing the end-user roles and responsibilities and discussion of contractor roles and responsibilities. He or she is also responsible to maintain the Construction Manager informed of all issues and or communications throughout the life of the project.

- Responsible for scope, budget, and schedule development and for the day to day management of all assigned projects and is responsible for coordination with the assigned Project Manager, ensure that the budget and schedules are reasonable and achievable.

- Implements policies and procedures to ensure compliance with all applicable laws, University policies and...
• Assists in development of new standards of practice for all architectural design activities within the Department of Planning and Construction

• Responsible for the review and coordination with other team members of all project documentation including architectural, civil, landscape design, structural, electrical and mechanical systems, materials, and such other elements as may be appropriate.

• Prepares detailed reports on project progress to include project plans, barriers and solutions, milestones, financial cost/projections and analyses.

• Shares responsibility in organizing and maintaining past and present University building and site drawings and construction and construction-related documents including drawings, maps, blueprints, surveys, specifications, and project files.

• Knowledge of all required electronic software packages required to discharge his or her duties including but not limited to, current versions of Microsoft Office, Microsoft Project, and AutoCAD 2013 software and able to learn and use any additional institutional software systems.

• Prepare preliminary design documents for review with end-users as required.

• Manage Facilities Department review of design phase’s submittals

• Conduct review meeting with the Project Manager and Construction manager to familiarize them with project/schedule and budget at various phases of development

• Prepare all purchase orders and follow through with the assign Accounting Specialist and or Technical Buyer for approval.

• Deliver all contract documents required for bid and negotiation in electronic form to Purchasing Dept.

• Assemble and seek approval of best-value award committee from the Director of Planning and Construction. Ensures that all evaluations are conducted in a fair and open manner.

• Complies with all State and University policies.

• Other duties as assigned by the Assistant Director or Director for Planning and Construction.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization’s objectives, policies and applicable laws.

**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.

**Education required:** Professional Degree in Architecture, and or Planning. (B Arch, or M Arch)

**Professional Licensure:** Texas licensure in good standing
Experience required: A minimum of 10 years of professional experience, and the candidate should have at least three years of experience commensurable to the statement of duties and responsibilities to perform this job and or equivalent combination of education and experience. Experience with Institution of Higher Education desired.

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; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

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. As a member of the Planning and Construction Department this positions requires for being on site and therefore exposed to noise levels in the work environment that ranges from moderate to very loud.
Role: Project Manager  
Department: Planning and Construction  
Reports to: Assistant Director of Planning and Construction who reports to the Director of Planning and Construction  
Position: Exempt  

Job Description: A Project Manager is responsible for the day to day management of all aspects of capital improvement projects from conception, through completion and final through occupancy by the university client. The Project Manager primary responsibility is to ensure that the goals of project planning, design, budgets, schedules, and construction are met within prescribed time frame and funding as provided and agreed by the University and its representatives. He or she is responsible for complying with all policies, mandates and instruction given to him or her by the Assistant Director and or by the Director for Planning and Construction.

Duties and Responsibilities:  
General 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.

A Project Manager:  
- Participates in campus master planning, capital improvement planning, and architectural space planning as assigned.
- Develops project planning and programming documentation to gain approval from the university and its appropriate management level including the Director for Planning and Construction.
- Prepares requests for proposals and conducts all necessary meetings to facilitate hiring consultant services with the approval of the Director for Planning and Construction or designated agent.
- Serves as University (Owner) Representative on larger facility projects managed by University of Texas System OFPC, as assigned and he or she is responsible to represent the needs and vision of the institution
- Prepares contractual agreements as necessary to facilitate hiring consultant and construction services with the approval of the Director for Planning and Construction or designated agent.
- Manages programming, design, bidding, and construction of new facilities, additions, and renovation projects as assigned. Concurrently manages multiple simple to complex projects from inception through project close-out.
- Manages collaborative project development process. Coordinates with proponent groups and building committees to facilitate rational facility planning, budgeting, and scheduling.
- Conduct all predesign meetings with the project team including discussing the end-user roles and responsibilities and discussions of contractor roles and responsibilities. He or she is also responsible to maintain the Construction Manager informed of all issues and or communications throughout the life of the project.
- Responsible for scope, budget, and schedule development and for the day to day management of all assigned projects and is responsible for coordination with the assigned Construction Manager, ensure that the budget and schedules are reasonable and achievable.
- Implements policies and procedures to ensure compliance with all applicable laws, University policies and
regulations.

- Assists in development of new standards of practice for Project Management activities within the Department of Planning and Construction

- Conducts investigations, project reviews, and assist in the observation of architectural, civil, landscape design, structural, electrical and mechanical work necessary for the maintenance and modification of buildings and facilities connected with the campus in association with the construction manager assigned to the project.

- Responsible for the review and coordination with other team members of all project documentation including architectural, civil, landscape design, structural, electrical and mechanical systems, materials, and such other elements as may be appropriate.

- Receives pay requests from professional consultants and Construction Manager and approves for payment.

- Prepares detailed reports on project progress to include project plans, barriers and solutions, milestones, financial cost/projections and analyses.

- Assists in development of new standards of practice for Project Management activities within the University.

- Coordinates with facility occupants move-in to new or renovated facilities.

- Shares responsibility in organizing and maintaining past and present University building and site drawings and construction and construction-related documents including drawings, maps, blueprints, surveys, specifications, and project files.

- Knowledge of all required electronic software packages required to discharge his or her duties including but not limited to, current versions of Microsoft Office, Microsoft Project, and AutoCAD 2013 software and able to learn and use any additional institutional software systems.

- Prepare preliminary design documents for review with end-users as required.

- Manage Facilities Department review of design phase’s submittals

- Conduct review meeting with Construction manager to familiarize them with project/schedule and budget at various phases of development

- Prepare all purchase orders and follow through with the assign Accounting Specialist and or Technical Buyer for approval.

- Deliver all contract documents required for bid and negotiation in electronic form to Purchasing Dept.

- Assemble and seek approval of best-value award committee from the Director of Planning and Construction. Ensures that all evaluations are conducted in a fair and open manner.

- Prepare resource contact list for Construction Managers and or OFPC Project Manager to use.

- Co-manage construction site meetings with Construction Managers and or OFPC Project Manager.
• Complies with all State and University policies.

• Other duties as assigned by the Assistant Director or Director for Planning and Construction.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization’s objectives, policies and applicable laws.

**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.

**Education required:** Professional Degree in Architecture, and or Planning. (B Arch, or M Arch)
Professional Degree in Engineering (Electrical, Mechanical, Plumbing or Structural)

**Professional Licensure:** Texas licensure in good standing
Valid Texas Professional Engineering License in good standing
Candidates for the position must be near completion of qualifying for licensure or able to be granted their professional license within a year of employment with the department.

**Experience required:** A minimum of 10 years of professional experience, and the candidate should have at least three years of experience commensurable to the statement of duties and responsibilities to perform this job and or equivalent combination of education and experience. Experience with Institution of Higher Education desired.

**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; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

**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. As a member of the Planning and Construction Department this positions requires for being on site and therefore exposed to noise levels in the work environment that ranges from moderate to very loud.
Role: Construction Manager  
Department: Planning and Construction  
Reports to: Assistant Director of Planning and Construction who reports to the  
Director of Planning and Construction  
Position: Exempt  

Job Description: A Construction Manager is responsible for the day to day management of all aspects of capital improvement projects bidding, construction, and close out phases. To assist the Project Managers during the early phases of a capital or improvement project in the review of projects for constructability, code, university standards, and good construction practice. The Construction Manager is required to provide support for project management by providing estimates, schedules, condition assessments and other work as requested. Serve as the primary point of contact between the University and project contractors or trades personnel. He or she is responsible for complying with all policies, mandates and instruction given to him or her by the Assistant Director and / or by the Director for Planning and Construction.

Duties and Responsibilities:  
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.

A Construction Manager:

- Conducts investigations and observations of architectural, structural, electrical and mechanical systems to determine facility condition, and/or conducts investigations in preparation for maintenance or modification of buildings and facilities.

- Conduct all pre-bid meetings and walk-through with the Project Manager acting as technical support.

- Conduct all preconstruction meetings with the Project Manager acting as technical support including discussing the end-user roles and responsibilities and leads discussions of the contractor roles and responsibilities

- Request and follow-up on all front-end requirements from the Project manager including but not limited to project schedule, schedule of values, Receipt/return of all submittals, parking permits/staging/dismissal of all parking tickets as required, and prepare weekly field reports (one per project minimum)

- The Construction Manager will be empowered to make field decisions which do not impact design image, scope, time or budget without first coordinating with the Director for Planning and Construction or designated point of contact.

- The Construction Manager will coordinate the efforts of the Project Managers additional involvement as required to solve field issues during the construction process. This coordination is required in order to manage the impact on scope, schedule and budget and will monitor adherence to schedule and budget (the Construction Manager must have continuous discussion with the Project Managers throughout the construction process)

- The Construction Manager will manage the project milestones during construction phase and monitor installation of all building systems depicted in the design intent

- The Construction Manager will manage timelines of all institution managed work such as but not limited to: Scheduling and installation of Information Resource systems, scheduling and installation of Audio-Visual systems; scheduling and installation of furniture, fixtures and equipment and scheduling and coordination of visits to project site from Facilities Dept.
The Construction Manager will manage the Project closeout activities; such as but not limited to:
- schedule/receive/verify completion of final punch lists; schedule/receive/request applicable final signatures on substantial completion form; verify completion of all pending front end requirements; receive and transition all Operations/Maintenance Manuals to Facilities Dept., conduct meeting with contractor and end-user on how to “use” their facility, transition control of project over to Facilities Dept. and prepare Facilities Dept. resource contact list for end-users
- Assist in the development of detailed time and material estimates for projects in design, as requested.
- Reviews projects for constructability, code compliance, and University standards. Leads or participates in value analysis reviews of projects as requested.
- Assist in the preparation of requests for proposals and conducts all necessary meetings to facilitate hiring construction services.
- Participates with evaluation committees to develop recommendations for selection of Constructors, when assigned. Ensures that all evaluations are conducted in a fair and open manner.
- On projects bid to general contractors; plans, schedules, coordinates, manages, and monitors project activities in the bidding, construction, and close out phases, as assigned.
- On University constructed projects (projects not bid to a general contractor); directs construction and maintenance activities at project site, including supervision of construction personnel (i.e. trade or shop crews, architects, engineers, operators, laborers, and site foreman) and subcontract personnel assigned to the project; manages procurement of tools, equipment, and materials in conformance with project needs and work schedules.
- Serves as University (Owner) Representative on larger facility projects managed by University of Texas System OFPC, as assigned and he or she is responsible to represent the needs and vision of the institution
- Observes the construction process on site to monitor progress and ensure conformance to plans, specifications, and safety standards.
- Coordinates project activities and utility outages with affected University community.
- Prepares detailed reports on project progress as required
- Implements policies and procedures to ensure compliance with all applicable laws, University policies, and regulations.
- Receives pay requests from service providers, vendors, and contractors and approves for payment.
- Assists in development of new standards of practice for Construction Management activities within the Department of Planning and Construction
- Monitors and facilitates resolution of construction contract disputes and claims.
- Coordinates with facility occupants move-in to new or renovated facilities.
- Coordinates facility commissioning and manages warranty phase work.
- Shares responsibility in organizing and maintaining past and present University building and site drawings and construction and construction-related documents including drawings, maps, blueprints, surveys, specifications, and project files for proper storage.
• Knowledge of all required electronic software packages required to discharge his or her duties including but not limited to, current versions of Microsoft Office, Microsoft Project, and AutoCAD 2013 software and able to learn and use any additional institutional software systems.

• Complies with all State and University policies.

• Other duties may be assigned.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

**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.

**Education required:** Associate or Certification / Texas Licensure within area of assigned responsibility
Professional Degree in Architecture, and or Professional Degree in Engineering

**Professional Licensure:** Valid Texas Professional or Technical License in good standing

**Experience required:** A minimum of 10 years of technical or professional experience, and the candidate should have at least three years of experience commensurable to the statement of duties and responsibilities to perform this job and or equivalent combination of education and experience. Experience with Institution of Higher Education desired.

**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; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

**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. As a member of the Planning and Construction Department this positions requires for being on site and therefore exposed to noise levels in the work environment that ranges from moderate to very loud.
Role: Interior Designer  
Department: Planning and Construction  
Reports to: Assistant Director of Planning and Construction who reports to the Director of Planning and Construction  
Position: Exempt

Job Description: An Interior Designer primary responsibility is to provide leadership for the enhancement of all interior spaces in our campus through the proper use of materials, finishes, furniture that allows the use and utilization of the spaces. The Interior Designer should be able to prepare architectural and design documents; develops final plans of proposed design, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project; and provides customer feedback regarding project estimated costs. The Interior Designer will accompany and or assist the Project Manager or Construction Manager to meetings with users and or contractors to review plans; prepares project budgets, and develop project scope statements, assist in purchase requisitions; conducts inspection of assigned projects to verify conformance to contract documents and code; reviews and approves pay applications from contractors, invoices for professional services rendered and for vendor supplied materials and equipment; obtains quotations and informal bids for proposed improvements; coordinates all aspects of assigned projects with users, contractors, and vendors; develop and maintain records data base. The Interior designer is also responsible for complying with all policies, mandates and instruction given to him by the Assistant Director and is responsible for implementing the design direction set by the Director for Planning and Construction.

Duties and Responsibilities:
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.

The Interior Designer:

- Is responsible for the development of spatial program requirements for interiors projects, furniture and fixtures.

- Develops and co-manage project budgets with respective Project managers or Construction Managers.

- Develop/co-manage project schedules with respective Project managers or Construction Managers

- Conduct review meeting with Project managers or Construction Managers to familiarize them with project schedule, vision, scope and budget at the Design Development phase, when Project Managers have not being assigned to the project. In other words, the Interior Designer is in charge of the project.

- Prepare all purchase orders and follow through with the Specialty Buyer and or the Accounting Specialist for approval.

- Prepare small to mid-size interior’s projects preliminary drawings for approval from end-user.

- Inspect installed furniture and fixtures and follow-up on replacements/repair.

- Responsible with the Project Managers or Construction Managers for all Project closeout activities; including; schedule/receive/verify completion of final punch lists; schedule/receive/request applicable final signatures on substantial completion form; verify completion of all pending front end requirements; receive and transition all Operations/Maintenance Manuals to Facilities Dept.; conduct meeting with contractor and end-user on how to “use” their facility; transition control of project over to Facilities Dept. and prepare Facilities Dept. resource contact list for end-users

- The Interior Designer interprets assigned work order specifications.
The Interior Designer verifies existing space dimensions per building, department, or office space; documents existing equipment or furniture, and hook ups (i.e., electrical, data, HVAC, gas) in association with the staff of SPIRE.

Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; schedules construction or remodeling updates as required; develops specifications and distributes them to responsible personnel.

Proposes and develops furniture requisitions; distributes requisitions to department supervisor or work order initiator; bids requisition to vendors; purchases, receives, and installs furniture; submits approved requisition to payment processing center.

Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules; confers with supervisory and engineering personnel, inspectors, and suppliers to resolve construction or remodeling problems and improve construction or remodeling methods.

Designs remodeling activities within federal, state, and local rules and regulations.

Knowledge of all required electronic software packages required to discharge his or her duties including but not limited to, current versions of Microsoft Office, Microsoft Project, and AutoCAD 2013 software and able to learn and use any additional institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

**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.

**Education required:** Professional Degree in Architecture, and or Professional Interior Design Degree Accredited Degree within area of assigned responsibility (NCIDQ or NAAB)

**Professional Licensure:** Valid Texas Architectural and or Interior Design License in good standing

**Experience required:** A minimum of 15 years of technical or professional experience, and the candidate should have at least three years of experience commensurable to the statement of duties and responsibilities to perform this job and or equivalent combination of education and experience. Experience with Institution of Higher Education desired.

**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; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

**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. As a member of the Planning and Construction Department this positions requires for being on site and therefore exposed to noise levels in the work environment that ranges from moderate to very loud.
Role: Staff Designer (NOT AN ACTIVE AND CURRENT POSITION)

Department: Planning and Construction

Reports to: Interior Designer who reports to the Assistant Director of Planning and Construction

Position: Exempt

Job Description: A Staff Designer primary responsibility is for the enhancement of all interior spaces through the proper use of materials, finishes, furniture that allows the use and utilization of the space. The Staff Designer will be able to prepare architectural and engineering design documents; develops final plans of proposed design, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project; and provides customer feedback regarding project estimated costs. The Staff Designer will accompany and or assist the Project Manager or Construction Manager to meetings with contractors to review plans; prepares project cost estimates, budgets, and scope statements, and purchase requisitions; conducts inspection of assigned projects to verify conformance to contract documents and code; reviews and approves pay applications from contractors, invoices for professional services rendered and for vendor supplied materials and equipment; obtains quotations and informal bids for proposed improvements; coordinates all aspects of assigned projects with users, contractors, and vendors; develop and maintain records data base. He or she is responsible for complying with all policies, mandates and instruction given to him by the Assistant Director and or by the Director for Planning and Construction.

Duties and Responsibilities:
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.

The Staff Designer:

- Assist the Interior Designer or Project manager in the development of spatial program requirements for interiors projects, furniture and fixtures.
- Assist the Interior Designer, Project manager or assigned leader with project budgets.
- Assist the Interior Designer, Project Manager or assigned leader in the development and management of project schedules.
- Prepare all assigned project purchase orders and follow through with the Specialty Buyer and or the Accounting Specialist for approval.
- Prepare small to mid-size interior’s projects preliminary drawings for approval from end-user.
- Inspect installed furniture and fixtures and follow-up on replacements/repair.
- Assist the Interior Designer and the Project Managers or Construction Managers in all Project closeout activities applicable for collecting all final signatures on substantial completion form.
- The Staff Designer verifies existing space dimensions per building, department, or office space; documents existing equipment or furniture, and hook ups (i.e., electrical, data, HVAC, gas) in association with the staff of SPIRE.
- Uses computer assisted engineering and design software and equipment to prepare engineering and design documents; schedules construction or remodeling updates as required; develops specifications and distributes them to responsible personnel.
- Develops furniture requisitions; distributes requisitions to department supervisor or work order initiator; bids
requisition to vendors; purchases, receives, and installs furniture; submits approved requisition to payment processing center.

- Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules; confers with supervisory and engineering personnel, inspectors, and suppliers to resolve construction or remodeling problems and improve construction or remodeling methods.

- Designs remodeling activities within federal, state, and local rules and regulations.

- Knowledge of all required electronic software packages required to discharge his or her duties including but not limited to, current versions of Microsoft Office, Microsoft Project, and AutoCAD 2013 software and able to learn and use any additional institutional software systems.

- Complies with all State and University policies.

- Other duties may be assigned.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

**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.

**Education required:** Professional Degree in Architecture, and or Interior Design
Accredited Degree within area of assigned responsibility (NCIDQ or NAAB)

**Professional Licensure:** Valid Texas Architectural or Interior Design License in good standing. Candidates and employees holding this position must be near completion of qualifying for licensure or able to be granted their professional license within a full calendar year of employment with the department.

**Experience required:** A minimum of 7 years of technical or professional experience, and the candidate should have at least three years of experience commensurable to the statement of duties and responsibilities to perform this job and 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; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

**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. As a member of the Planning and Construction Department this positions requires for being on site and therefore exposed to noise levels in the work environment that ranges from moderate to very loud.
Role: Senior Drafting Technician
Department: Planning and Construction
Reports to: Assistant Director of Planning and Construction
Position: Non-Exempt

Job Description: A Senior Drafting Technician is responsible for the day to day production of necessary drawings for capital improvement projects. The Senior Drafting Technician performs functions such as the use of computer assisted drafting (CADD) equipment and software to prepare architectural and engineering design documents; develops final plans of proposed design, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project; utilizes knowledge of various machines, general engineering practices, building materials, and other physical sciences to complete drawings; makes any adjustments or changes necessary in desired plans; inks in lines and letters on pencil drawings as required; and provides feedback regarding project estimated costs. The Senior Drafting Technician Works under the direction of Directors, Project Managers, Construction Managers, Space Manager, Space Planners, Architects, or Interior Designers, as assigned. The Senior Drafting Technician will accompany the Interior Designer, Project Manager or Construction Manager to meetings with contractors to review plans; prepares project cost estimates, budgets, and scope statements, and purchase requisitions; conducts inspection of assigned projects to verify conformance to contract documents and code; reviews and approves pay applications from contractors, invoices for professional services rendered and for vendor supplied materials and equipment; obtains quotations and informal bids for proposed improvements; coordinates all aspects of assigned projects with users, contractors, and vendors; develop and maintain records data base. He or she is responsible for complying with all policies, mandates and instruction given to him by the Assistant Director and or by the Director for Planning and Construction.

Duties and Responsibilities:
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.

The Senior Drafting Technician:

- Provides complex level work in the preparation of clear, complete and accurate working plans and detailed architectural and engineering drawings from rough or detailed sketches or notes and prepares related project specifications as required.
- Uses computer assisted design and drafting (CADD) equipment and software to prepare architectural, space planning, and engineering documents.
- Develops final plans of proposed design, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project.
- Utilizes knowledge of architectural and engineering systems, mathematics, building materials, and other physical sciences to complete drawings.
- Makes any adjustments or changes necessary in desired plans as required.
- Assist in the preparation of project cost estimates, budgets, scope statements, and purchase requisitions.
- Conducts inspection of assigned projects to verify conformance to contract documents and code.
- Obtains quotations and informal bids for proposed improvements.
- Provides customers with accurate record information.
- Develops and maintains records data base.
• Assists with the development, implementation, and maintenance of a CADD library of standard construction
details.

• Must have a basic knowledge of accessibility codes and general knowledge of building and life safety codes.

• Must possess a thorough understanding of building systems and how they interface together.

• Must have a good working knowledge of accessibility codes and general knowledge of building and life safety
codes.

• Must have the ability to interpret construction documents.

• Must have the ability to assist and manage the work of other drafting technicians.

• Must be available on an "On Call" basis.

• Overtime may be required.

• Designs remodeling activities within federal, state, and local rules and regulations.

• Knowledge of all required electronic software packages required to discharge his or her duties including but
not limited to, current versions of Microsoft Office, Microsoft Project, and AutoCAD 2013 software and able
to learn and use any additional institutional software systems.

• Complies with all State and University policies.

• Other duties may be assigned.

Supervisory Responsibilities: Carries out limited supervisory responsibilities in accordance with the
organization's objectives, policies and applicable laws.

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.

Education required: Associate Degree in Architectural Technology and Construction Drafting

Professional Licensure: Not required, but any specialty certification applicable to the job is highly recommended

Experience required: A minimum of 5 years of technical or professional experience, and the candidate should
have at least three years of experience commensurable to the statement of duties and responsibilities to perform this
job and 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; sit; stoop, kneel and crouch. The employee is frequently required to
use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and
move up to 25 pounds.

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. As a member of the Planning and Construction
Department this positions requires for being on site and therefore exposed to noise levels in the work environment
that ranges from moderate to very loud.
Role: Drafting Technician  
Department: Planning and Construction  
Reports to: Assistant Director of Planning and Construction  
Position: Non-Exempt

Job Description: A Drafting Technician is responsible for the day to day production of necessary drawings for capital improvement projects. The Drafting Technician performs functions such as the use computer assisted drafting (CADD) equipment and software to prepare architectural and engineering design documents; develops final plans of proposed design, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project; utilizes knowledge of various machines, general engineering practices, building materials, and other physical sciences to complete drawings; makes any adjustments or changes necessary in desired plans; inks in lines and letters on pencil drawings as required; and provides feedback regarding project estimated costs. The Drafting Technician Works under the direction of Directors, Project Managers, Construction Managers, Space Manager, Project Planners, Architects, or Interior Designers, as assigned. The Drafting Technician will accompany the Interior Designer, Project Manager or Construction Manager to meetings with contractors to review plans; prepares project cost estimates, budgets, and scope statements, and purchase requisitions; conducts inspection of assigned projects to verify conformance to contract documents and code; coordinates all aspects of assigned projects with the staff; develop and maintain records data base. He or she is responsible for complying with all policies, mandates and instruction given to him by the Assistant Director and or by the Director for Planning and Construction.

Duties and Responsibilities:  
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.

The Senior Drafting Technician:

- Provides complex level work in the preparation of clear, complete and accurate working plans and detailed architectural and engineering drawings from rough or detailed sketches or notes and prepares related project specifications as required.
- Uses computer assisted design and drafting (CADD) equipment and software to prepare architectural, space planning, and engineering documents.
- Develops final plans of proposed design, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project.
- Utilizes knowledge of architectural and engineering systems, mathematics, building materials, and other physical sciences to complete drawings.
- Makes any adjustments or changes necessary in desired plans as required.
- Provides customers with accurate record information.
- Develops and maintains records data base.
- Assists with the development, implementation, and maintenance of a CADD library of standard construction details.
- Must have a basic knowledge of accessibility codes and general knowledge of building and life safety codes.
- Must possess a thorough understanding of building systems and how they interface together.
- Must have a good working knowledge of accessibility codes and general knowledge of building and life safety codes.
codes.

- Must have the ability to interpret construction documents.
- Must be available on an “On Call” basis.
- Overtime may be required.
- Designs remodeling activities within federal, state, and local rules and regulations.
- Knowledge of all required electronic software packages required to discharge his or her duties including but not limited to, current versions of Microsoft Office, Microsoft Project, and AutoCAD 2013 software and able to learn and use any additional institutional software systems.
- Complies with all State and University policies.
- Other duties may be assigned.

**Supervisory Responsibilities:** Carries out limited supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

**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.

**Education required:** Associate Degree in Architectural Technology and Construction Drafting

**Professional Licensure:** Not required, but any specialty certification applicable to the job is highly recommended

**Experience required:** A minimum of 3 years of technical or professional experience, and the candidate should have at least three years of experience commensurable to the statement of duties and responsibilities to perform this job and 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; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

**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. As a member of the Planning and Construction Department this positions requires for being on site and therefore exposed to noise levels in the work environment that ranges from moderate to very loud.
Work Week and Time Management

General Policy

Facilities Management Group at the University of Texas El Paso and its Departments of Planning and Construction and Facilities Services requires employees to comply with the Institution and Federal guidelines for their respective work functions.

This policy is intended to describe general guidelines on what can be considered appropriate attendance and work schedule for the workplace for each individual and their respective roles within the Facilities Management Department. These guidelines are not intended to be all-inclusive, but rather as a toll that should help set general parameters and to allow our employees to use good judgment and common sense about items not specifically addressed.

Definition

The University will comply with the Federal Fair Labor Standards Act (FLSA) and applicable State laws governing minimum wages, overtime pay, and child labor. HRS determines “exempt” or “non-exempt” of positions in accordance with FLSA guidelines. Questions regarding exempt/non-exempt status should be directed to HRS.

A. “Exempt” employees are not subject to minimum wage and overtime pay provisions of the FLSA.
B. “Non-exempt” employees are subject to the wage and hour provisions.

Under the FLSA, most non-exempt employees must be paid:

1. At least the federal minimum wage, and
2. FLSA overtime, which consists of time and one half (11/2) the employee’s regular rate of pay for all hours worked in excess of 40 in a standard workweek. Paid leave or holiday time used is not counted as hours worked in determining overtime.

The payment of overtime to non-exempt employees who work more than 40 hours in a workweek is a legal requirement. Directors/Managers may not tell non-exempt employees that they are ineligible for overtime pay. Directors/Managers who make such statements may be subject to progressive counseling up to and including termination.

Overtime/Compensatory Guidelines

It is the University's intent to schedule work activities during the standard 40 hour workweek. However, in order to meet customer and business needs, it may be necessary for both exempt and non-exempt employees to work in excess of those hours. When this is necessary, Directors/Managers will provide as much notice as possible to the employee's required to work. For non-exempt employees, only hours worked will be used in the calculation of FLSA Overtime/Compensatory Time. Holidays, vacation time, sick time, severe weather days will not be used in the calculation of overtime FLSA Overtime/Compensatory Time.

Authorization to work in excess of the standard 40 hour workweek must be obtained in advance from the Director/Manager. Employees who work in excess of 40 hours in a standard workweek without prior authorization may be subject to progressive counseling up to and including termination.

Compensatory Time Maximums

Employees engaged in public safety or emergency response may not accrue more than 480 hours of compensatory time. Since compensatory time is accumulated at time and one half (1 1/2), this is 320 hours of actual overtime work (320 hours of overtime work x 1.5 = 480 hours).

Compensatory Time Maximums

Employees engaged in public safety or emergency response may not accrue more than 480 hours of compensatory time. Since compensatory time is accumulated at time and one half (1 1/2), this is 320 hours of actual overtime work (320 hours of overtime work x 1.5 = 480 hours).

Authorization to work in excess of the standard 40 hour workweek must be obtained in advance from the Director/Manager. Employees who work in excess of 40 hours in a standard workweek without prior authorization may be subject to progressive counseling up to and including termination of employment.

Compensatory Time Maximums

Employees engaged in public safety or emergency response may not accrue more than 480 hours of compensatory time. Since compensatory time is accumulated at time and one half (1 1/2), this is 320 hours of actual overtime work (320 hours of overtime work x 1.5 = 480 hours).

All other non-exempt employees may not accrue more than 240 hours of compensatory time (160 hours of overtime work x 1.5 = 240 hours). If a non-exempt employee's compensatory time balance exceeds the accumulation limits of 240 or 480 hours, the employee must be paid for any hours over the limit at time and one half (11/2) the employee’s regular rate of pay.

Workweek
The standard workweek begins at 12:01 a.m. Monday and ends at midnight the following Sunday. Some employees may be subject to an alternate work schedule, which must be approved by the respective Vice President. Departments must maintain adequate records of all hours worked, in accordance with the University’s Accounting for Work Time Policy (HOOP, Section V, Chapter 13).

**Employee Status**

A. Classified Non-Exempt Employees

Classified Non-Exempt employees are subject to the provisions of the FLSA. Authorization to earn and/or use respective accumulated time must be obtained in advance from the Director/Manager.

1. FLSA Overtime/Compensatory Time

Authorized hours worked in excess of 40 each week (Monday-Sunday) will be compensated at the discretion of Director/Manager by using one of the following methods:
   a. Pay for the overtime worked at the rate of time and one-half (11/2) their regular hourly rate for each hour worked in excess of forty (40) in a workweek.
   b. Grant time off (FLSA Compensatory Time) at the rate of time and one-half (11/2) for each hour worked in excess of forty (40) in a workweek. If FLSA Compensatory Time is not taken within a 120 day period, the department must pay the employee in accordance with section (a) above.
   c. Authorization to pay overtime must be obtained in advance from the Director/Manager.

2. State Compensatory Time

Classified Non-Exempt employees are allowed to earn State Compensatory Time if the total number of hours worked and paid leave or holiday time exceeds 40 in a week, less any FLSA Overtime/Compensatory Time hours. State Compensatory Time is earned at "straight" time, or one hour for one hour, and must be used within the 12-month period following the workweek in which it was accrued. Unused balances are to be lapsed 12 months after the end of the workweek in which the State Compensatory Time was accrued or at the end of employment with the University, whichever occurs first, without compensation. Employees are required to give reasonable advance notice when taking this compensatory time; however, employees do not have to specify the reason for the request.

3. Holiday Compensatory Time

All full-time employees, regardless of FLSA status, are eligible for Holiday Compensatory Time if the employee must work on a University observed National or State Holiday. Holiday Compensatory Time is earned at "straight" time, or one hour for one hour, and must be used within the 12-month period following the workweek in which it was accrued. Unused balances are to be lapsed 12 months after the end of the workweek in which the Holiday Compensatory Time was accrued or at the end of employment with the University, whichever occurs first, without compensation. Employees are required to give reasonable advance notice when taking this compensatory time; however, employees do not have to specify the reason for the request.

**Classified Exempt Employees**

Classified Exempt employees are exempt from the overtime provisions of the FLSA. Authorization to earn and/or use respective accumulated time must be obtained in advance from the Director/Manager.

1. Compensatory Time

At the discretion of the department head or unit supervisor, Classified Exempt employees may be allowed Compensatory Time for hours worked in excess of 40 in a standard workweek. If Compensatory Time is allowed, it is earned at "straight" time, or one hour for one hour, and must be used within the 12-month period following the workweek in which it was accrued. Unused balances are to be lapsed 12 months after the end of the workweek in which the Compensatory Time was accrued or at the end of employment with the University, whichever occurs first, without compensation.

2. State Compensatory Time
At the discretion of the department head or unit supervisor, Classified Exempt employees may be allowed State Compensatory Time if the total number of hours worked and paid leave or holiday time exceeds 40 in a week. If State Compensatory Time is allowed, it is earned at "straight" time, or one hour for one hour, and must be used within the 12-month period following the workweek in which it was accrued. Unused balances are to be lapsed 12 months after the end of the workweek in which the State Compensatory Time was accrued or at the end of employment with the University, whichever occurs first, without compensation. Employees are required to give reasonable advance notice when taking this compensatory time; however, employees do not have to specify the reason for the request.

3. Holiday Compensatory Time

All full-time employees, regardless of FLSA status, are eligible for Holiday Compensatory Time if the employee must work on a University observed National or State Holiday. Holiday Compensatory Time is earned at "straight" time, or one hour for one hour, and must be used within the 12-month period following the workweek in which it was accrued. Unused balances are to be lapsed 12 months after the end of the workweek in which the Holiday Compensatory Time was accrued or at the end of employment with the University, whichever occurs first, without compensation. Employees are required to give reasonable advance notice when taking this compensatory time; however, employees do not have to specify the reason for the request.

Administrative and Professional Employees

Administrative and Professional Exempt employees are exempt from the overtime provisions of the FLSA. Authorization to earn and/or use respective accumulated time must be obtained in advance from the Director/Manager.

1. Holiday Compensatory Time

All full-time employees, regardless of FLSA status, are eligible for Holiday Compensatory Time if the employee must work on a University observed National or State Holiday. Holiday Compensatory Time is earned at "straight" time, or one hour for one hour, and must be used within the 12-month period following the workweek in which it was accrued. Unused balances are to be lapsed 12 months after the end of the workweek in which the Holiday Compensatory Time was accrued or at the end of employment with the University, whichever occurs first, without compensation. Employees are required to give reasonable advance notice when taking this compensatory time; however, employees do not have to specify the reason for the request.

VI. Eligibility Summary

<table>
<thead>
<tr>
<th>Employee Status</th>
<th>FLSA Overtime/Compensatory Time</th>
<th>Compensatory Time (&quot;straight time&quot;)</th>
<th>State Compensatory Time (&quot;straight time&quot;)</th>
<th>Holiday Compensatory Time (&quot;straight time&quot;)</th>
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<tbody>
<tr>
<td>Classified Non-Exempt</td>
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Dress Code

General Policy

Facilities Management Group at the University of Texas El Paso and its Departments of Planning and Construction and Facilities Services requires employees to always appear for work in attire that is "professional" and suitable for the work setting and their respective work functions. It is the Department's intent that your daily chosen work attire should not only complement an environment that reflects an efficient, orderly, and professionally operated organization but also one that present you to our customers as a professional. This representation of you will vary slightly from one individual to another depending on the nature of the work, exposure to the general public, customers, and the environment you find yourself in. The dress code is to be in compliance with the Facilities Management Employee Manual.