**JOB DESCRIPTION:**


Budget Title: Assistant Facilities Program Coordinator (SL-3)

Salary: $45,000 - $50,000  (90% of full-time)

The Architectural Designer/ Capital Project Coordinator position is a salaried, professional position that works with architects, engineers, designers, project coordinators and campus customers, on the design and construction of campus projects. This position focuses on the campus impacts, needs, project budgets and schedules. This Designer works closely with other design professionals to provide the best possible design, within budget, while anticipating potential problems, minimizing the negative impacts of construction on campus operation.

This Architectural Designer/ Capital Project Coordinator would be expected to work with licensed design professionals in a team environment to identify a scope of work, prepare design concepts with construction cost estimates and complete the design with final construction documents (i.e. drawings and specifications).

Designers/ Capital Project Coordinators work closely with campus members to determine the project facility needs in order to provide the best possible facility within the budget allotted for the project. They concentrate efforts on minimizing the negative impacts of construction on the operation of the campus, anticipate potential problems and work toward prevention, and maintain communication with all entities. Specific reviews are conducted with interested committees/groups on the campus such as Services for Students with Disabilities and the Committee on the University Environment. Designers/ Capital Project Coordinators will be assigned design/coordination work in association with fellow Campus Design professionals.

Review projects with a licensed professional for compliance with NYS Building Codes.

Represent Physical Facilities when meeting with clients / customers and other members of the design team to identify a scope of work.

Periodically review construction progress. Answer requests for information from the construction team.

Attend job meetings; review and produce construction documents and written specifications; produce and confirm accuracy of minutes of project meetings.
REQUIRED QUALIFICATIONS:

EDUCATION

Associates degree (or higher) in Architecture, Engineering, Construction Technology or related field is required. Bachelor’s degree preferred.

EXPERIENCE

Minimum of three (3) years’ experience is required in Architectural project design and construction administration. (Five years’ experience preferred).

REQUIRED QUALIFICATIONS

Technical knowledge of design and construction industries

Ability to comprehend and prepare construction drawings and specifications and prepare pertinent review comments

Autodesk Architecture 2013 and Autodesk Revit 2013 or later version

MS Word and Excel proficiency required

PREFERRED QUALIFICATIONS:

Strong written, verbal and interpersonal communication skills; strong organizational skills; estimating and project scheduling software experience; building renovation design experience; working knowledge of NYS Building Codes, National Electrical Code and other NFPA standards

The Architectural Designer/ Capital Project Coordinator is a 90% salaried professional position, annual renewal, and is eligible for the NYS benefits package.