



## Position Description Form

Nonexempt and Exempt Staff

University Human Resources

### Position Action Requested

**Position Number:** 118436  
**Category (Exempt or Nonexempt):** Exempt

**Action:** ☐ Establish new position  
☐ Change existing position  
☐ Establish target hiring range (for Exempt positions)  
☐ Update only

Administration	VPA-Facilities Management	VPA-FM-Planning & Construction	VPA-P&C-Project Mgmt 1170105	
<b>Division</b>	<b>College/School</b>	<b>Department</b>	<b>Sub-Unit</b>	<b>Incumbent</b>

### Justification for Requesting Change/Review

The Director of Project Management plays a critical role in ensuring the successful planning, execution, and delivery of complex, cross-functional initiatives that support the University's strategic priorities. The retirement of Daniel Pierce will create a significant gap in leadership, coordination, and oversight of high-impact projects that directly affect academic operations, administrative efficiency, compliance, and student experience.

Without a dedicated Director of Project Management, project execution has become decentralized and reactive, increasing the risk of missed deadlines, budget overruns, scope creep, and misalignment with institutional goals. Backfilling this role is essential to restore structure, accountability, and consistency across the University's project portfolio.

### Position Summary/Purpose of Position

Provides executive leadership and strategic management of a senior project management team directly responsible for the successful execution of capital design and construction projects within USM's capital program for our College Park campus and six client institutions. This position is responsible for delivery of 100% of the department's construction management services effort valued at approximately \$250 million in annual expenditures with a total workload exceeding \$3.5 billion.

Provides direction and support to executive leadership (Vice Presidents and Facility Directors) regarding project planning and institutional initiatives to support the mission of each university within the Service Center. Maintains customer satisfaction at all levels and stages of the project process. Serves as a senior member of the department and will frequently represent the department in various capacities regarding strategic planning development, collaboration initiatives between departments and USM support representatives. Evaluates suitability of various project development methodologies and provides technical expertise to senior leadership, senior staff members, project managers and Procurement in carrying out these strategies. Other duties as assigned.

**Is this position a Unit Head?** ☒ Yes ☐ No **How many employees are supervised?** Supervision of approximately 40 employees that include associate and assistant director(s), senior project managers, project managers, project manager associates, project coordinators, and affiliate staff.

<b>Essential Duties and Responsibilities</b> (please list no more than five major duties in descending order of importance; describe each major task in a manner that demonstrates complexity)	<b>% of Time</b>
Directs CIP and SFCP program for the design and construction of capital projects at the University of Maryland College Park and the six client institutions. Provides direction and support to senior leadership regarding project planning and institutional initiatives to support the mission of the university. Provides overall leadership, management and supervision to six senior staff members and project managers responsible for the execution of capital projects from the pre-design phase through construction, equipping and project closeout.	30%
Supports Capital Project leadership to maintain high respect within the Procurement and Supply Department, A/E community and construction industry, the Board of Public Works, State of MD agencies and the Legislature with regard to maintaining and developing relationships with key project stakeholders; jurisdictional approval agencies and university community members. Provides leadership to meet sustainability goals of the State, USM, University of Maryland and client institutions. Will maintain customer satisfaction at all levels and stages of the project process. Evaluates suitability of various project development methodologies strategies and provides technical expertise to senior leadership, senior staff members, project managers and Procurement in carrying out these strategies. May lead RFP technical evaluations and price negotiations.	20%
Provides strong leadership and management of the Renovation Services (RS) project management work force consisting of approximately 10+ FTE made up of construction project managers and administrative staff that result in on-time, within budget job performances producing consistently high levels of customer satisfaction. Works closely with P&C and FM leadership to ensure cohesiveness and cooperation across channels. Provides management and oversight of projects. Meets with customers to discuss project scopes, makes personnel assignments, manages overall project performances to meet targets, ensures quality standards are met, and reviews project reporting including financial data to ensure accuracy. Ensures project progress and costs are properly tracked and documented. Works closely with the campus customers to ensure customer expectations are managed and issues are resolved effectively. Provides strategic planning in all areas of RS ensuring their sustainability.	20%

Ensures that all human resources related activities (performance management, discipline, training, etc.) are implemented in compliance with regulations and policies. Ensures that assigned staff have information and resources necessary to remain safe in the workplace; this includes training and personal protective equipment. Promptly reports safety hazards and violations to the appropriate parties and follows-up to ensure action is taken. Serves as a role model for safe work practices, making safety an integral part of daily operations. Performs other duties as assigned.	20%
Assists in Capital Projects operations to maintain operational budget and provide assistance in the development of strategic planning initiatives. Will serve as a senior member of the department and will frequently represent the department in various capacities including the pursuit of technology system/software advancements regarding Trimble Unity Connect (formerly e-Builder), Assetworks, WorkDay, etc.	10%

### Minimum Qualifications Required to Perform Work

#### Minimum Qualifications (includes min. Education, Experience, Knowledge/Skills & Abilities)

##### Education:

Bachelor's degree from an accredited college/university.

##### Experience:

Ten (10) years of professional experience managing renovation projects, managing new construction projects, managing design consultant services, or in construction administration. Five (5) years of experience supervising or managing professional staff.

##### Knowledge, Skills, and Abilities:

- Knowledge of construction management practices within a large research institution.
- Knowledge of national, state, and local codes and regulations applicable to the design and construction of facilities.
- Knowledge of USM Procurement Policies and Procedures.
- Skill in managing, motivating, coordinating, and supervising professional staff in the management and implementation of multiple construction projects.
- Skill in leading the selection of design teams, Design/Build teams, and construction teams.
- Skill in using computers for email, correspondence, reporting, and automated project management systems.
- Skill in preparing and creating management reports. Ability to communicate effectively, both orally and in writing.
- Ability to coordinate work with customer departments, campus administration, designers, other project managers, government agencies, and other service and support agencies.
- Ability to review programs and work with clients to establish budgets and schedules for proposed projects.
- Ability to function in a team-oriented environment, taking on new tasks with enthusiasm and energy.
- Ability to collaborate with teams within Facilities Management and the Vice President's Office for Administration.
- Ability to collaborate with and support the efforts of the Director of Facilities Planning, P&C.

##### Preferences:

Professional registration and/or advanced degree desired. Experience and knowledge of the USM Procurement Policies and Procedures is highly desired.

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**Additional Certifications (includes licensing):**

Incumbents will be required to travel from project to project, as well as to travel on and off campus for meetings. IF driving a state vehicle, the incumbent must possess and maintain a MD Class C Driver's license or equivalent with fewer than 6 points.

**Supervision**

(attach a simple organization chart)

**Supervisory Responsibilities of Position** (name, title, position number of direct reports):

Al-Nisa Aduwu, Associate Director, Business Operations & Project Controls  
Thomas Simon, Associate Director, Quality Assurance  
Ben Clarke, Assistant Director, Project MGMT  
Catherine Baugh, Assistant Director, Project MGMT,  
Chip Merrill, Assistant Director, Project MGMT,  
Matthew Lansberry, Assistant Director, Project MGMT  
Steve Ramriez, Assistant Director, Project MGMT

**Supervision Received** (name and title of immediate supervisor):

Position reports to the AVP of Facilities Management.

**Physical Demands of Position**

(describe the nature of physical activity required and any unusual environmental conditions)

Work is performed in both an office environment and in the field. Incumbents must be able to work in a construction site environment and have the ability to work in hazardous or irritating environments, confined spaces and adverse conditions created as a result of construction. Incumbents must be able to wear and work in personal protective equipment.

**Signature:**

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*Signature of Incumbent*

*Typed Name*

*Current Title*

*Date*

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