



Archdiocese of St. Louis Job Description Form

Job Title: Manager – Archdiocesan building Projects

Office/Agency: Office of Building and Real Estate

Position Reports to: Director of Building and Real Estate

Revised: December 2015

FLSA:

Pay Grade:

Position Summary:

The Manager – Archdiocesan Building Projects is responsible for overseeing design and construction at all Archdiocesan managed facilities, with emphasis on cost control and maintenance of design and construction schedules. The Manager will also be responsible for asbestos management and removal of asbestos containing materials at all Archdiocesan run facilities and will take responsibility for any other environmental hazards such as lead contamination, mold and sick building syndrome.

Duties & Responsibilities:

1. Work with the Archdiocesan finance office to help the Parishes, Schools and Agencies (P/S/A) develop attainable program budgets for all required work.
2. Assist all P/S/A in cost control measures on all Archdiocesan renovation and addition projects.
3. Develop and establish engineering and construction policies and objectives, with the assistance of the Director of Building and Real Estate.
4. Member of the selection committee within the Archdiocese whose responsibilities will include selection of Architects, Engineers, Designers and Contractors.
5. Assist parishes in soliciting architects/designers for capital improvement projects
6. Monitor drawing preparation with Project Designers and parish representatives.
7. Provide list of competent contractors to bid projects
8. Monitor and approve all change orders.
9. Monitor and approve all payment applications.
10. Attend all construction meetings and monitor project progress, helping the contractor and parish personnel coordinate activities as project oversight for the Archdiocese.
11. Work to resolve problems and disputes between contractors, subcontractors, parishes, suppliers and Architects.
12. Assist with facilities engineering and maintenance issues at the Cardinal Rigali Center and other Archdiocese owned and operated facilities.

13. Missouri Department of Natural Resources designated “responsible person” for the Archdiocese with relation to any and all asbestos work.
14. Enforce all required document collection necessary for compliance with Federally mandated AHERA requirements in all Archdiocesan buildings.
15. Assist parishes in soliciting quotations for asbestos removal, lead abatement and mold remediation projects, and any other required environmental concern within the Archdiocesan properties.
16. Assist in and ensure proper third party monitoring before, during and after environmental projects.
17. Work with parishes, third party consultants and contractors to ensure environmental remediation work is started and completed when necessary, within reasonable time frames, in order to keep from affecting other parish activities

Knowledge & Experience Requirements:

1. 15 years of experience in project management, with emphasis on commercial or industrial projects.
2. BS Degree in Construction Management, Engineering, or Architecture from a four year accredited college.
3. Knowledge of building code requirements.
4. Able to handle multiple tasks in a timely and professional manner.
5. Effective oral and written communication skills.
6. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the job functions.

Skills & Attitudes Required for Success in Job:

1. Computer skills, particularly utilizing Microsoft Office programs
2. Ability to work under pressure and handle multiple tasks
3. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
4. Ability to foster a cooperative work environment
5. Good management skills, including the ability to organize, prioritize and evaluate work

Relationships Requirements:

Must be able to deal with many different personalities including pastors, building maintenance personnel, building committees, donors, contractors, architects, and any other project related person. Must be able to deal accordingly with all, even though some may present difficult issues.

Resources for Which Accountable:

Not applicable.