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# A N N O U N C E M E N T

October 2, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

## #001-19 CAPITAL PROJECTS MANAGER

**Location:**

Administration and Finance/Plant and Facilities

**University Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and four professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (Under Links).

**General Description:**

The University of Guam seeks an Administrator who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

**Character of Duties:**

The University of Guam (UOG) Capital Projects Manager (CPM) reports directly to the Chief Plant Facilities Officer (CPFO) and is responsible for the management for all construction contracts of the University including large Air Conditioning Installations, Retro-Fitting, Replacements, and Repairs. The CPM will oversee the Capital Improvements Projects Coordinator (CIPC) and the staff that fall under that position.

Major duties and responsibilities shall include, but will not be limited to, the following:

- Establish and maintain policies and procedures for the project management of all construction projects of the University;
- Oversee all construction projects whether the projects are managed by in-house staff or by contracted construction management firms;
- Oversee all large air conditioning contracts whether for installation, retro-fitting, replacement or repair of units.
- Prepare construction procurement documents required for all construction projects;
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers, and subcontractors;
- Prepare financing applications for externally funded construction projects;
- Manage contracts for architects, engineers, construction managers, etc.
- Monitor progress of projects on a regular basis, and hold regular status meetings with unit heads impacted;
- Provide construction site quality control oversight for contract compliance, code compliance, and other regulations;
- Manage the design review process for each project;
- Collaborate with the Chief Planning Officer (CPO) regarding the development, updating, and implementation of the campus master plan;
- Prepare and provide reports to the Physical Facilities Committee of the Board of Regents;
- Communicate and maintain relationships with Deans and Directors related to individual building needs;

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- Responsible for project planning, budgeting, and identification of resources needed for capital projects; Develop and implement a comprehensive, practical program of audit coverage for the University to be implemented over time;
- Evaluate bids and proposals and provide recommendations;
- Perform other duties as assigned by the CPFO.

### Qualifications:

**Minimum:** Bachelor's degree in Construction Management, Architecture, Engineering or related field from a U.S. accredited institution or foreign equivalent; Certification as a Professional Engineer or Registered Architect; Ten (10) years of experience with the construction administration, and implementation of large construction projects; Advanced knowledge of construction management processes, means and methods; Knowledge of applicable safety standards; Working knowledge of utilizing and understanding Critical Path Method (CPM) scheduling; Exceptional ability to work with little supervision, make sound decisions, use good judgement, and maintain a high level of confidentiality and professionalism; Proficiency with Microsoft Office software; Experience working in a culturally diverse population is a plus; Ability to communicate effectively orally and in writing (writing samples required); and ability to interact with all levels of employees, management, and faculty.

**Preferred:** Experience working with United States Department of Agriculture (USDA) loan applications, loan processing, progress monitoring for federally funded projects; Master's degree in Business Administration, Architecture, Engineering of Construction Management.

### Salary Level:

\$65,317 - \$97,975 per annum

### Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

### Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

### Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts
- (4) Writing Sample

**Special Instructions for References:** Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

**Selected candidate** must provide official transcripts prior to hire date. For further information, please contact Mr. Randall V. Wiegand, Search Committee Chair, [wiegandr@triton.uog.edu](mailto:wiegandr@triton.uog.edu) or the Human Resources Office at [uoghro@triton.uog.edu](mailto:uoghro@triton.uog.edu), telephone number, (671) 735-2350 or fax number at (671) 734-6005.

**Police and Court Clearance:** Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment.

Applicants must provide police and court clearances to verify that they were not convicted of any crimes connected to the position applied for and were not convicted of any crimes that prohibit employment. Off-island applicants must obtain clearances from their place of residence to include county and state clearances. Applicants are responsible for fees associated with obtaining the clearances.

### Application Deadline:

October 23, 2018

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily Post is available at <http://www.postguam.com>.

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### Work Eligibility:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

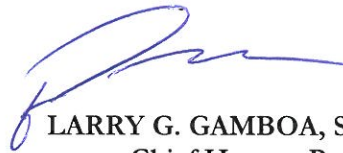
Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the University of Guam, you will be required to present valid documents to comply with this law.

The University of Guam is an equal opportunity employer and provider.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



LARRY G. GAMBOA, SPHR, SHRM-SCP  
Chief Human Resources Officer