

WINGATE UNIVERSITY

Founded in 1896

Wingate University Position Description

Position Title: Construction Manager

FLSA Classification: Exempt Staff, 12-Month Position

Job Purpose:

The Construction Manager will be responsible for the budgeting, organizing, implementing, prioritizing, and scheduling of projects. The position will require collaboration with faculty and staff to determine project programming and with general contractors to keep projects on time and within budget. Job duties will include leasing responsibilities for Wingate University-owned properties.

Primary Duties and Responsibilities:

- Oversee and direct construction and renovation projects from design to completion.
- Schedule and manage vendor and subcontractor relationships.
- Negotiate terms of construction contracts and work closely with general contractors.
- Understand projects in-depth, schedule deliverables, and meet cost expense expectations.
- Monitor and enforce compliance with building and safety regulations; participate in workplace safety training.
- Analyze, manage and mitigate risks.
- Have foresight to anticipate and resolve potential issues.
- Prepare internal and external reports pertaining to job status.
- Coordinate with the Purchasing Department.
- Ensure quality construction standards and the use of proper construction technique.
- Serve as the leasing/property manager for Wingate University properties and serve as the liaison between the University and current/prospective renters.

Minimum Requirements

- 3-5 years proven work experience in construction management.
- Advanced knowledge of construction management processes, means and methods.
- Expert knowledge of building products, construction details, regulations, and quality standards.
- Familiarity with construction management software packages.

- Ability to plan in accordance with the Wingate University mission and vision.
- Leadership and people management skills.

Preferred Qualifications

- B.S. in Construction Science, Architecture, Construction Engineering or related field.
- 5-7 years proven working experience in construction management.
- Demonstrated time and project management skills.
- Highly advanced communication skills.
- Proven conflict and crisis management.

Salaries and benefit packages at Wingate are competitive and commensurate with experience. Please send a letter of interest, resume/CV, and contact information of three references to hr@wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.