Facilities Project Manager III

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Facilities and Business Operations:

The Facilities and Business Operations at UCF is dedicated to fostering a conducive educational environment for our faculty, staff, students, and the broader community. We are committed to excellence, providing unparalleled expertise, and maintaining a world-class standard in service.

Please visit us at: https://fs.ucf.edu/ or Facebook and Instagram: UCF Facilities

The Opportunity:

The Planning, Design, and Construction team at the University of Central Florida (UCF) is seeking an experienced Facilities Project Manager III. This position is responsible for the coordination and management of design and construction efforts to ensure the successful completion of both minor and major projects, in alignment with project schedules, budgets, and UCF's institutional strategy. The role involves planning, directing, and overseeing the design and construction of facilities, systems, and structures. The Facilities Project Manager III leads the development of design and construction projects, manages their organization, scheduling, and implementation, and represents section leadership when needed.?

Responsibilities:

- Oversee all aspects of construction projects, including managing contractors, architects, engineers, and consultants, ensuring compliance with the Project Manager Manual. Support sustainability goals and address design or implementation issues in collaboration with project teams. Review project scopes and documents before bidding and permits. Conduct inspections to ensure adherence to safety codes and regulations.
- Develop and manage budgets and cost-tracking reports, identifying and resolving potential financial or quality issues. Negotiate change orders and contract modifications with stakeholders. Prepare estimates, bids, and Guaranteed Maximum Prices (GMP). Ensure timely payments for designers and contractors.
- Create and manage project schedules to meet deadlines. Develop purchasing strategies to address pre-construction challenges. Monitor contractor performance and track progress against the schedule. Address delays and site emergencies as they arise.
- Manage all phases of campus construction projects, collaborating with departments and facilities staff. Ensure project documents meet UCF's standards. Maintain regular communication with stakeholders and involve them in decision-making.
- Mentor and train junior project managers, improving departmental standards and efficiency. Serve as signature authority in the absence of department managers.

Minimum Qualifications:

Bachelor's or Master's degree and 4+ years of relevant experience or an equivalent combination of education and experience pursuant to Fla. Stat. 112.219(6).

Preferred Qualifications:

- 6+ years of experience in managing complex construction projects, including the oversight of contractors, architects, engineers, and consultants with a focus on higher education classrooms, interior renovations, student focus projects, or similar areas.
- Demonstrated expertise in ensuring compliance with project management standards and sustainability goals for both new construction and renovation projects.
- Advanced certifications such as PMP (Project Management Professional), CCM (Certified Construction Manager), LEED Accreditation, or a Master's degree in Construction Management, Architecture, Engineering, or a related field.

- Proven experience in capital budget management, including developing and managing project budgets, cost tracking, and identifying potential financial risks. Skilled in negotiating change orders, reviewing and approving project estimates, bids, and Guaranteed Maximum Prices (GMP). Expertise in managing payments to designers and contractors and resolving any financial or quality concerns promptly.
- Strong proficiency in creating and managing project schedules with the ability to establish realistic timelines, anticipate potential delays, and manage procurement strategies effectively. Skilled in tracking project progress, addressing delays, and resolving site emergencies as they arise.
- Ability to manage multiple large-scale projects in the multi-million-dollar range, simultaneously and adapt to changing priorities and project requirements.
- Experience managing all phases of construction projects from design through close-out, working closely with internal departments and facilities staff. Able to ensure project documents align with organizational standards and effectively communicate with stakeholders to involve them in the decision-making process.
- Demonstrated leadership in mentoring and training project managers. Ability to facilitate professional development, improve departmental efficiency, and foster a collaborative work environment. Experience providing guidance to improve skills and project management performance.
- In-depth knowledge of building codes, safety regulations, sustainability practices, and construction standards relevant to university campus projects. Proven ability to conduct inspections and ensure projects comply with all legal, safety, and regulatory requirements.
- Proficiency in Project Management Information System and construction software such as Trimble Unity Construct, Microsoft Project, Procore, or other related platforms. Strong skills in Microsoft 365 (Word, Excel, PowerPoint), AI usage, and other tools to track and report project progress.
- Exceptional communication and interpersonal skills. Ability to interact effectively with senior leadership, stakeholders, contractors, consultants, and other external partners. Demonstrated ability to resolve complex project issues and ensure the successful completion of projects within scope, budget, and timeline.

Special Instructions to the Applicants:

Position requires a valid class E driver's license. The position may involve driving to various locations on and off campus to conduct University business.

If you are selected as the final candidate for an employment opportunity, both your position and salary will be significantly based upon the information that you have provided in your application for employment. We urge you to please take the time to complete the application in its entirety.

Are you ready to unleash YOUR potential?

As a next-generation public research university and Forbes-ranked top employer in Florida, we are a community of thinkers, doers, creators, innovators, healers, and leaders striving to create broader prosperity and help shape a better future. No matter what your role is, when you join Knight Nation, you'll play an integral role at one of the most impactful universities in the country. You'll be met with opportunities to connect and collaborate with talented faculty, staff, and students across 13 colleges and multiple campuses, engaging in impactful work that makes a positive difference. Your time at UCF will provide you with many meaningful opportunities to grow, you'll work alongside talented colleagues on complex projects that will challenge you and help you gain new skills, and you'll have countless rewarding experiences that go well beyond a paycheck.

Working at UCF has its perks! UCF offers:

- Benefit packages, including Medical, Dental, Vision, Life Insurance, Flexible Spending, and Employee Assistance Program
- Paid time off, including annual and sick time off and paid holidays
- Retirement savings options
- Employee discounts, including tickets to many Orlando attractions
- Education assistance
- And more...For more benefits information, view the UCF Employee Benefits Guide.

Dive into our Total Rewards Calculator to discover the diverse selection available to you, giving you a glimpse into the benefits that together shape your comprehensive rewards package at UCF.

Unless explicitly stated on the job posting, it is UCF's expectation that an employee of UCF will reside in Florida as of the date the employment begins.

Department

Facilities Planning, Design and Construction
Work Schedule

Monday - Friday, 8:00am to 5:00pm
Type of Appointment

Regular

Expected Salary

$75,809.00 to Negotiable

Job Posting End Date

01-05-2026-12-00-AM

As a Florida public university, the University of Central Florida makes all application materials and selection procedures available to the public upon request.

UCF is proud to be a smoke-free campus and an E-Verify employer.

If an accommodation due to a disability is needed to apply for this position, please call 407-823-1336 or email onac@ucf.edu.

For general application or posting questions, please email talent@ucf.edu.

Your assistance with the University of Central Florida's Affirmative Action Plan implementation is appreciated. The University collects VOLUNTARY declarations of race and gender and uses the information to compile statistics on recruitment success. If you choose to assist, your demographic information will be used only for affirmative action.

The University of Central Florida is an equal opportunity, equal access, and affirmative action employer.

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