



**University of Houston-Downtown
Job Description**

Job Title: Contracts Supervisor, MEP
FLSA Category: Exempt
Grade: 24
Job Code: 2551

DUTIES

Job Summary: Monitors contract compliance of maintenance and construction projects and the contractor(s) associated with each.

- Duties and Responsibilities:
- Confirms construction, remodeling, maintenance and /or repair projects performed by contractors and assures that they meet the plans and specifications, as well as UHD quality standards.
 - Supervises work of contracted staff.
 - Confirms layout, verification, and supervision of work area, including confirmation of contract work with contractor.
 - Maintains project documentation and archive meeting proceedings, contract changes, and field observations.
 - Obtains cost proposals for construction, remodeling, and maintenance projects.
 - Attends pre-bid and pre-construction meetings and other planning meetings.
 - Updates and modifies construction drawings of campus facilities using AutoCAD.
 - Is on call 24-hours a day for contract related incidents.

Marginal Functions: Performs all other duties as assigned.
Occasionally drives or operates University vehicles.

REQUIREMENTS

Education/Experience: Baccalaureate Degree with no experience or Associate's degree with one (1) year of relevant work experience or minimum of six (6) years of military leadership and technical work experience

Licenses/Certification: None Required

ESSENTIAL PHYSICAL DEMANDS OF THE JOB – These are the essential demands to perform the job:

- Lifting: Ability to lift up to 50 pounds
- Climbing/Balancing: No climbing/balancing required
- Stooping/Bending Over: Occasional
- Sitting/Standing/Walking: 75% of time spent sitting, 15% of time standing, 10% of time walking

Reaching: Occasional overhead, as well as horizontal
Hearing: Acute hearing required
Speaking: Frequent/Cultural regional accents acceptable
Vision: Corrected vision to 20/40
Color Vision: Ability to distinguish all colors

ESSENTIAL ENVIRONMENTAL DEMANDS ON THE JOB – These demands document the environment of the specific job site:

Inside/Outside: Inside and outside environment
Cold/Heat: General air conditioned environment, but occasional exposure to cold and heat
Wet/Dry: Occasional exposure to wet/dry environment
Noise/Vibrations: Occasional exposure to noise and vibrations
Hazards: Normal physical hazards of office environment, construction, and demolition.
Fumes/Dust/Odors: Occasional exposure to fumes/dust/odors