



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

DIRECTOR OF PLANNING/ENGINEERING/ADMINISTRATOR V
(Cancellation of position Associate Dean of Academic Affairs)

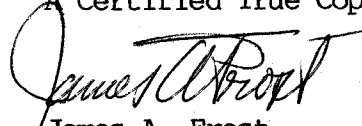
at

WESTERN CONNECTICUT STATE UNIVERSITY

September 7, 1984

RESOLVED, That the position, Director of Planning/Engineering/Administrator V, be established at Western Connecticut State University, and the position Associate Dean of Academic Affairs be cancelled, effective August 27, 1984, in accordance with all provisions and expectations as set forth in the proposal dated July 27, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Director of Planning/Engineering - Admin. V

Fund: General

Position Type: Permanent X Part-time _____

Effective Date: 8/27/84

Cost: no cost

Campus: Western Connecticut State University

Proposal: To revise the responsibilities and duties of the Associate Dean of Academic Affairs position (cancel) and establish the new position of Director of Planning/Engineering.

Summary:

The request to establish this position is based upon the increased need for technical advice, information, and experience relating to State construction procedures, physical plant operations, and a familiarity with State and local directives, specifications and codes relating to infra-structure renovations.

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THE CONNECTICUT
STATE UNIVERSITY

Date: July 27, 1984

Position Title: Director of Planning/Engineering

Administrative Rank: Administrator V

Position Summary

The Director reports to the Director of Institutional Services. The Director is responsible for recommending and implementing projects relating to physical plant, physical facilities, and energy saving measures. Will also monitor construction projects and supervise maintenance requirements of the campus.

Position Responsibilities

1. Will examine all current physical facility systems, including building and grounds, heating, air conditioning, lighting, plumbing, etc., and recommend replacement, upgrading, changes to effect cost savings, to streamline and modernize such systems, to reduce operational breakdowns.
2. Work with contractors, and insure implementation of work orders to satisfactory completion.
3. Recommend energy saving measures, to insure conservation of resources and to effect cost savings. Monitor contractors, insuring completion of projects according to contract plans and specifications.
4. Direct planning of all campus construction projects.
5. Serve as liaison with state and federal agencies, such as the Central Office for the Connecticut State University system and the Department of Public Works.
6. Assess construction and major repair requirements of University facilities (both buildings and grounds) and prepare cost estimates for necessary requests.
7. Assist in the planning of road and landscape repairs, renovations and new projects.
8. Will prepare for the purchasing agent equipment specifications for contracts and bids.
9. Will consult and provide assistance to the Superintendent of Plant Maintenance in handling maintenance problems and operation of systems.
10. Will review all designs furnished by architects, engineers, Public Works, bidders, contractors and the Maintenance Department.

11. Will prepare project requests for General Fund and Auxiliary Service Fund buildings, complete forms, design specifications for bid, following the process through approval of funds, and supervise all projects through completion.
12. Will be responsible for maintaining all files related to facilities projects and will keep data filed in orderly, accurate, and retrievable form.
13. Will be the University Energy Coordinator and University liaison with the Energy Division of the Office of Policy and Management.
14. Will perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Minimum Requirements

Must have experience in State construction programs and a broad knowledge of physical plant operations including building and ground repairs, heating, plumbing, lighting, air conditioning, and energy conservation.

In addition, familiarity with Federal, State and local forms, directives, specifications and codes relating to construction and renovations are a necessity.

A Bachelor's degree in engineering or architecture required.
A Master's degree preferred.

These qualifications may be waived for individuals with appropriate alternate experience.