

**Manager, Commissioning and Engineering Project  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=259497>

Downloaded On: Jul. 9, 2025 6:07pm

Posted Jul. 9, 2025, set to expire Nov. 29, 2025

**Job Title** Manager, Commissioning and Engineering Project  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Jul. 9, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6365497>

**Apply By Email**

**Job Description**

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**Manager, Commissioning and Engineering Project**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

Manager, Commissioning and Engineering Project

### **Job Description Summary:**

The Commissioning and Engineering Project Manager will provide field and technical support from design through the commissioning milestone for new and renovation capital projects. Additionally, the position will be responsible for executing Mechanical/Electrical/Plumbing (MEP) and infrastructure focused capital projects

### **Job Description:**

#### **Description of Duties and Tasks**

- Responsible for all aspects of all aspects of new and renovation capital project commissioning.
- Responsible for overseeing work performed by third party commissioning firms on large capital projects.

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- Monitor progress of commissioning. Insure completeness and accuracy of close-out documents and deliverables. Support the integration of project handover from capital project to maintenance thru process improvement. Participate during inspections and follow up on resolution of deficiencies. Participate in the owner's meetings and reviews.
- Responsible for managing MEP and infrastructure focused capital projects.
- Establishes specific needs and project scope requirements; evaluates alternatives, prepares budget estimates, and obtains concurrence of initial scope of work.
- Prepares initial project scope, budget, and delivery schedule; secures project funding and procures service of design consultants or service vendors required to complete project scope of work; prepares and negotiates contracts; approves payments to vendors; ensures compliance with all applicable local ordinances, and state and federal codes and laws.
- Presents and reviews proposed solutions with educational department representatives, design consultants, and service vendors to ensure project scope meets client's needs; reviews design progress to ensure compliance with project budget, delivery schedule, and quality requirements in accordance with college standards.
- Directs and manages the overall design and construction phases to meet the established project scope, budget and schedule; meets with local community committees and stakeholders to resolve potential problems and address concerns.
- Schedules progress coordination meetings and periodic field inspections to ensure completed work in place is acceptable and in accordance with the design intent and satisfies the client's needs and completion timeline; addresses or corrects discovered conditions to ensure continued operation, life safety, and security of the educational environment.
- Prepares reports to update project status to internal and external project stakeholders.
- Reviews, suspends/rejects, or approves all services invoices and commodity procurements; monitors payment processing with other departments to ensure timely processing of vendor payments; verifies that services or commodities invoices are complete and satisfactory.
- Other related work as assigned.

### **Knowledge**

- Mechanical engineering, electrical engineering, and construction management.
- Regulations regarding accessibility and hazardous materials found in buildings. Laws and ordinances regulating building construction and operation.
- Project planning and management principles.
- Budget preparation, bid and purchasing procedures, and expense control.

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### **Skills**

- Maintaining confidentiality of work-related information and materials.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Performing all facets of projects such as the coordination, demolition, inspection, security, title clearance, soil testing, furnishings, moving, permits, etc.
- Managing multiple projects and maintaining focus on priorities.
- Making presentations related to facilities and projects.
- Collaborating with others to reach mutually beneficial goals and objectives.
- Negotiating, evaluating and administering contracts.
- Establishing and maintaining effective working relationships.

### **Technology Skills**

- Use a variety of spreadsheet, word processing, database, and presentation software including facility management software.

### **Required Work Experience**

- Three years related work experience.

### **Preferred Work Experience**

- Three or more years related work experience in commissioning and project management.

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**Required Education**

- Bachelor's degree.

**Preferred Education**

- Bachelor's degree in Construction, Mechanical, Electrical or other Engineering field.
- Commissioning Certifications such as BCxP, and CxP.
- LEED Certification

**Physical Requirements**

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional outdoor fieldwork may be required.
- Lifting of objects up to 20 pounds.

**Safety**

- Work must be performed following safety rules.
- Report unsafe working conditions and behavior.
- Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

**Please Note:** ACC job postings are removed from advertising at 12:00 A.M on the job posting closing date (midnight on the day before the closing date). Please apply prior to the job closing date and time.

**Salary Range \$88,571 - \$126,797**

**Number of Openings:**

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**Job Posting Close Date:**

July 22, 2025

**Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Manager--Commissioning-and-Engineering-Project\\_R-7853](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Manager--Commissioning-and-Engineering-Project_R-7853)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

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