

Facilities Project Manager

Job ID: 62008

Location: Tallahassee

Application Deadline: February 23, 2026

Responsibilities

- In coordination with facility Director, provide coordination and tracking highly complex MagLab facilities projects. Meets with project personnel to establish project plans, budgets and schedules. Manages the project budget, schedule and scope. Resolves outstanding actions, issues and risk mitigation. Prepares evaluative reports relative to all aspects of a project. Assist in ensuring fulfillment of contractual obligations providing resource tracking and identifying shortages.
- Identify and schedule task related to the scope development, material procurement, engineering, safety and construction. Identify resource shortages.
- Develop a database of critical equipment for all 3 sites at the MagLab, including a risk management plan and end of life replacement plan. Provides a 5-year plan of projects to senior management and user facility directors of equipment replacement. This reporting should include annual plans for replacement or renewal of equipment critical to User Facility operational functionality. Work with User Facility Heads to develop project scopes and basis of estimates.

Qualifications

Bachelor's degree in Architecture, Engineering, or Construction Management and five years of related experience; or a high school diploma/equivalent and nine years of related experience. (Note: post-high school education may substitute for experience at the equivalent rate.)

Contact Info

For additional information, please contact Kayla West at knwest@fsu.edu.

University Information

One of the nation's elite research universities, Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts and critical thinking. Founded in 1851, Florida State University is the oldest continuous site of higher education in Florida. FSU is a community steeped in tradition that

fosters research and encourages creativity. At FSU, there's the excitement of being part of a vibrant academic and professional community, surrounded by people whose ideas are shaping tomorrow's news!

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retirement contributions, earned leave, and other employment-related perks.

How To Apply

If qualified and interested in a specific job opening as advertised, apply to Florida State University at <https://jobs.fsu.edu>. If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information. Applications must include all work history up to ten years, and education details even if attaching a resume.

Considerations

This is an A&P position.

This position requires successful completion of a [criminal history background check](#).

Equal Employment Opportunity

FSU is an Equal Employment Opportunity Employer.