**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Project Mgr- Non Capital Construction**

**Job Code: 181411**

| Grade: | K |
| OT Eligible: | No |
| Comp Approval: | 11/8/2004 |

**JOB SUMMARY:**

Manages University facilities projects through all phases, including programming, planning, design, bidding, pre-construction, construction and initial occupancy. Provides leadership and direction for day-to-day project operations and project related administrative activities. Organizes, manages and implements planning, design and construction activities for University facilities non capital projects.

**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<tr>
<td>______</td>
<td>______</td>
<td>Manages, organizes, and schedules construction and/or planning and design projects to meet objectives. Develops, implements, and documents operating policies, procedures and systems to support project management operations. Develops documents for initiation of projects to gain approval of supervisor and University senior management. Identifies potential problems and alternatives and takes corrective action as necessary.</td>
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<td>Manages and coordinates building, landscape and open space, infrastructure and land-use planning, and regulatory agency zoning and planning requirements as assigned. Provides project guidance and ensures conformance with campus planning and design guidelines.</td>
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<td>Coordinates and manages progress of construction. Reads and interprets plans, specifications and other technical documents. Provides periodic technical design and/or construction reviews and reports. Reviews submittals of drawings and samples. Provides formalized milestone signoffs throughout life of project. Monitors conformity of construction with contract documents and specifications. Ensures compliance with quality control and quality assurance policies, procedures, and requirements. Ensures compliance with regulatory and University safety regulations and guidelines.</td>
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<td>Coordinates with project stakeholder groups and building committees to facilitate facility planning, budgeting and scheduling. Consults with operational staff, University representatives, architects, engineers, contractors and other vendors with regard to matters affecting the planning, design and construction of a project.</td>
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<td>Develops and manages project budgets and schedules. Reviews changes requested by project stakeholders and provides advice and recommendations to supervisor on budget, time, and scope implications. Authorizes expenditures and monitors account reconciliation and status to ensure compliance with University guidelines and policies. Prepares and/or directs the preparation of financial reports as required and requested.</td>
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<td>Coordinates the preparation of University contract and procurement documents and manages procurement processing and implementation. Coordinates with University Purchasing staff on project related purchasing activities including authorization of one-time major purchases.</td>
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______ _____ Recommends and processes payments to architects, contractors and vendors based on approved contract requirements. Conducts pre-construction conferences, reviews bids, and recommends award of contracts.

______ _____ Directly or indirectly manages staff and resources assigned to project. Plans and staffs project operations based on approved activities and timelines. Monitors the progress of work performed by project staff to include senior technical personnel. Negotiates and oversees subcontracted services as necessary.

______ _____ Coordinates and/or links project operations with other administrative functions on and off campus. Coordinates with facility occupants for move-in to new/remodeled facilities. Serves as a key resource for project information and resolves problems or questions referred by internal and external sources.

______ _____ Interfaces with regulatory agencies and others to manage the process of obtaining all required project reviews, permits and approvals.

______ _____ Establishes and maintains an active network of professional contacts. Remains informed of the current status of completed and ongoing projects in related areas. Actively participates in professionally sponsored meetings, seminars and conferences as a representative of the project and the University.

______ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No
[ ] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 5 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

- Directly related education and project management experience with increasing leadership/management responsibility in construction and/or planning. Demonstrated interpersonal skills. Ability to communicate clearly and effectively.
Preferred Field of Expertise:

BA/BS in Architecture, Engineering, Construction Management, or Project Management or other related field. Project administration with progressive leadership/management within a college or university environment. Licensed architect or engineer preferred.

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.

Managerial Skills

- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling
- Statistical analysis

Skills: Machine:

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

Supervises: Level:

- Leads one or more employees performing similar work
- May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _________________________________ Date: _________________________________

Supervisor: _______________________________ Date: _________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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