UNIVERSITY OF SOUTHERN CALIFORNIA

Construction Project Manager I

Job Code: 181415

Grade: J
OT Eligible: No
Comp Approval: 4/11/2008

JOB SUMMARY:
Serves as project manager responsible for managing and coordinating small to mid-size construction and facilities improvement projects for the university through all phases including programming, planning, design, bidding, pre-construction, construction, occupancy and closeout. Develops, interprets, communicates and executes project plan in coordination with supervisor. Analyzes space and logistical requests and solutions for conformity with the overall goals. Ensures that design, processes and specifications align with university needs and goals. Develops project budgets and timetables, and monitors expenditures and schedules in coordination with supervisor. Organizes, coordinates and implements planning, design and construction activities. Provides formalized milestone signoffs throughout life of project. Researches problem areas and recommends cost effective solutions that meet project requirements. Provides leadership and direction for day-to-day project operations and project related administrative activities.

JOB ACCOUNTABILITIES:

*E/M/NA    % TIME

______ ______ Serves as project manager responsible for managing and coordinating small to mid-size construction projects. Establishes operational objectives and provides direction to project team working on projects. Develops, interprets, communicates and executes project plan in coordination with supervisor. Defines scope, budget and schedules in coordination with supervisor in coordination with supervisor. Selects design consultants and manages the design phase. Manages, organizes, and schedules construction projects and/or planning and design projects to meet objectives. Identifies and researches potential problems and alternatives and takes corrective action as necessary. Recommends cost effective solutions to a wide range of difficult problems that meet project requirements.

______ ______ Develops documents for initiation of projects to gain approval of supervisor and university senior management.

______ ______ Provides evaluation, selection and application of standard techniques and procedures. Applies knowledge of policies, practices, trends and information.

______ ______ Coordinates and monitors progress of construction. Reads and interprets plans, specifications and other technical documents. Provides periodic technical design and/or construction reviews and reports. Conducts needs assessment and determines research methodology and design, as needed. Reviews submittals of drawings and samples. Monitors conformity of construction with contract documents and specifications. Conducts quality assurance reviews to ensure work is satisfactorily performed and completed. Provides formalized milestone signoffs throughout life of project. Ensures compliance with quality control and quality assurance policies, procedures and requirements. Ensures compliance with regulatory and university safety regulations and guidelines.

______ ______ Provides direction to internal and/or external project staff based on organizational goals and policies.
Coordinates with project stakeholder groups 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.

Develops and manages project budgets and schedules in coordination with supervisor. 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.

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.

Recommends and ensures processing of payments to architects, contractors and vendors based on approved contract requirements. Conducts pre-construction conferences, reviews bids and recommends award of contracts.

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.

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 key resource for project information and resolves problems or questions referred by internal and external sources.

Interfases 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. 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:**

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<th>Essential</th>
<th>No</th>
<th>Yes</th>
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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:**
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:

Project administration with progressive leadership/management within a college or university environment. Licensed architect or engineer or commensurate construction management experience 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.
Lead/Guidance Skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Statistical analysis

Skills: Machine:

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

Supervises: Level:

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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