UNIVERSITY OF SOUTHERN CALIFORNIA

Construction Project Manager II

Job Code: 181419

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

JOB SUMMARY:
Serves as project manager responsible for managing and coordinating multiple and/or complex 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. Analystes space and logistical requests and solutions for conformity with the overall goals. Establishes operational objectives and provides direction for project staff. Ensures that design, processes and specifications align with university needs and goals. Develops project budgets and timetables, and monitors expenditures and schedules. 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 multiple and/or complex construction projects. Establishes operational objectives and provides direction for project staff working on projects. Develops, interprets, communicates and executes project plan. Defines scope, budget and schedules. 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, 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.

_____ _____ Provides independent evaluation, selection and application of standard techniques and procedures. Applies advanced 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. Serves as a technical advisor and resource to project staff to resolve technical or operational problems. Provides technical direction and subject matter expertise through project management responsibilities, as needed. May supervise department project staff or provides periodic leadership, guidance and direction to departmental project staff.

Directly or indirectly manages 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 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.

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.

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

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. Participates in professionally sponsored meetings, seminars and conferences as a representative of the project and the university. Makes formal presentations for capital improvement projects as needed.

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
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:**
- 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.
- 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:

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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