



Facilities Commissioning Administrator Job Description

JOB INFORMATION

Job Code:	181431
Job Title:	Facilities Commissioning Administrator
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Construction
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Oversees the commissioning and close out process for all construction projects to include review and acceptance by Facilities Management Services (FMS) and the university.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	Engineering

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Prior experience in mechanical, electrical, plumbing and/or fire protection systems.
X		Directly related project management experience with increasing leadership/management responsibility.
X		Demonstrated interpersonal skills.
X		Ability to communicate clearly and effectively.
	X	Project administration with progressive leadership/management within a college or university environment.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops commissioning standards and guidelines for university related construction projects. Provides guidance to all university construction projects (e.g., Capital Construction, Deferred Maintenance), regarding policies that affect construction projects related to commissioning.				
Oversees the commissioning process on all construction projects. Selects commissioning agent for construction projects. Acts as a liaison to the Capital Construction Development project managers.				
Develops project close out standards and guidelines related to record documents, Operations and Maintenance (O&M) documentation and operator training. Interprets standards, guidelines, policies and procedures.				
Reviews and tracks project process to ensure compliance with commissioning and university standards and guidelines.				
Reviews project documentation to ensure compliance with university standards and guidelines related to commission and close out.				
Works with CAD Services to enforce and maintain close-out requirements. Reviews and approves close out documentation. Provides documentation to operations.				
Schedules and facilitates training sessions for operations staff related to building systems.				
Gathers information used to develop a budget. Tracks and reconciles commissioning budget activity.				
Works with other departments and groups (e.g., Energy Services, project managers, contractors, O&M, FMS HR) to implement projects.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.