



JOB INFORMATION

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|-------------------|---|
| Job Code: | 181335 |
| Job Title: | Facilities Program Manager |
| FLSA Status: | Exempt |
| Supervisory: | |
| Job Family: | Facilities - Planning/Scheduling/Coordinating |
| Job Family Group: | Facilities Management and Construction |
| Management Level: | 5 Manager |

JOB SUMMARY

Serves as program manager for Facilities Management Services (FMS) related programs and all individual projects encapsulated in programs. Performs engineering analysis and design for assigned projects. Develops, monitors and implements, policies, proces

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|-------------------|----------------|
| X | | Bachelor's degree | |

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 |
|-----|------|-------------------|
| | | |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Serves as program manager for Facilities Management Services (FMS) related programs and all individual projects encapsulated in programs. Provides leadership and direction on all project operations and activities such as the design, plan, schedule and sc | | | | |
| Performs engineering analysis and design for assigned projects. Develops documentation in the form of drawings and specifications for bid and construction. Ensures project drawings and specifications comply with university standards and specifications a | | | | |
| Develops, monitors and implements policies, processes, standards and guidelines for various facility systems such as electrical, mechanical or plumbing systems to maintain quality control of project types and sizes. Recommends best industry practices in | | | | |
| Manages and negotiates consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. | | | | |
| Oversees, initiates and reviews feasibility studies to determine whether design concepts are compatible within existing infrastructures. Develops and recommends changes to design concepts, as necessary. Inspects current building systems such as AC unit, | | | | |
| Conducts quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. | | | | |
| Monitors operation, maintenance and development of mechanical, electrical and plumbing systems. Resolves performance issues. | | | | |
| Identifies problems and determines resolution within operating parameters and constraints. Troubleshoots issues with various facility systems such as the Energy Management System (e.g. wiring between controllers and buildings). | | | | |
| Gathers facts and figures to develop a budget. Monitors and reconciles budget activity. Provides forecasts and projections to develop a budget. | | | | |
| Prepares financial and/or other reports, as needed. | | | | |
| Provides leadership and guidance to staff, student workers or contractors, as assigned. Leads and facilitates inter-department committees to improve on efficiency and effectiveness of delivering services to end users, as directed. | | | | |

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.