



**USC** University of  
Southern California

## Facilities Project Manager Job Description

### JOB INFORMATION

<i>Job Code:</i>	181331
<i>Job Title:</i>	Facilities Project Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Facilities - Planning/Scheduling/Coordinating
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Serves as project manager for Facilities Management Services (FMS) related projects such as HVAC improvements and energy/utility expansion and improvements. Provides leadership and direction for day to day project operations and project related administrative activities such as design, plan, schedule, scope and budget.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

#### Additional Education

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

X Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

#### Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related education and project management experience with increasing leadership/management responsibility in electrical, mechanical or plumbing systems and/or planning.
X		Demonstrated interpersonal skills.
X		Ability to communicate clearly and effectively.
	X	Experience in project administration with progressive leadership/management within a college or university environment.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as project manager for Facilities Management Services (FMS) related projects such as HVAC improvements and energy/utility expansion and improvements. Provides leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget.				
Ensures projects comply with university standards and specifications and local requirements. Provides construction phase support such as review of submittals and documents and field observation.				
Manages and negotiates consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants.				
Conducts quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants.				
Develops budget and timetables. Authorizes construction budget expenditures and monitors account reconciliation and status. Provides forecasts and projections, as requested. Directs ongoing purchasing activities, including authorization of construction services.				
Inspects current building systems (e.g., AC unit, automatic controls, lights). Determines whether systems need to be repaired, replaced or retrofitted. Recommends equipment or system to install.				
Troubleshoots and resolves issues and problems as needed.				
Prepares financial and/or other reports, as needed.				
Provides leadership and guidance to staff, student workers or contractors, as assigned.				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.