



Project Manager- Non Capital Construction Job Description

JOB INFORMATION

<i>Job Code:</i>	181411
<i>Job Title:</i>	Project Manager- Non Capital Construction
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Construction
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Manages University facilities projects through all phases, including programming, planning, design, bidding, pre-construction, construction and initial occupancy. Provides leadership and direction for day-to-day project operations and project related administrative activities. Organizes, manages and implements planning, design and construction activities for University facilities non capital projects.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Architecture	Or
	X	Bachelor's degree	Engineering	Or
	X	Bachelor's degree	Construction	Or
	X	Bachelor's degree	Project Management	Or
	X	Bachelor's degree	in related field(s)	

Additional Education

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

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		5 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		Directly related education and project management experience with increasing leadership/management responsibility in construction and/or planning.
X		Demonstrated interpersonal skills. Ability to communicate clearly and effectively.
	X	Project administration with progressive leadership/management within a college or university environment.

Licenses

Req	Pref	License(s)
	X	Licensed architect or engineer.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages, organizes, and schedules construction and/or planning and design projects to meet objectives. 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. Identifies potential problems and alternatives and takes corrective action as necessary.				
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 manages progress of construction. Reads and interprets plans, specifications and other technical documents. Provides periodic technical design and/or construction reviews and reports. Reviews submittals of drawings and samples. Provides formalized milestone sign-offs throughout life of project. Monitors conformity of construction with contract documents and specifications. Ensures compliance with quality control and quality assurance policies, procedures, and requirements. Ensures compliance with regulatory and university safety regulations and guidelines.				
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 processes payments to architects, contractors and vendors based on approved contract requirements. Conducts pre-construction conferences, reviews bids, and recommends award of contracts.				
Directly or indirectly manages staff and 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 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 a key resource for project information and resolves problems or questions referred by internal and external sources.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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. Actively participates in professionally sponsored meetings, seminars and conferences as a representative of the project and the university.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

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/			Yes

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.