



## Space Planning Senior Project Manager Job Description

### JOB INFORMATION

<i>Job Code:</i>	181607
<i>Job Title:</i>	Space Planning Senior Project Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.; Supervises employees and/or student workers.
<i>Job Family:</i>	Space Planning
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Responsible for overseeing and coordinating all aspects of small to mid-sized renovation projects, creating and implementing plans and procedures for project execution, construction management, and risk mitigation. Develops strategic space-planning scenarios and space plan options, and ensures project plans and schedules align with user priorities, expectations, and space guidelines. Develops, revises, and maintains space metrics reports, and trains new staff in space-planning processes and CAFM system maintenance and updates.

### 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	Interior Design	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		7 years		
	X	8 years	in space planning or relevant industries	

#### 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		Experience in space planning, architecture, interior design, or related fields.
X		Experience with computer-aided facility management (CAFM) systems, space databases, Microsoft and Apple operating systems, and computer networking.
X		Extensive knowledge of Basis of Design, building, ADA, and Fire, Life, and Safety codes.
X		Demonstrated analytical, critical- thinking, research, and problem-solving skills.
X		Ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements.
X		Demonstrated assessment, interpersonal, networking, and oral and written communication skills.
X		Experience in a leadership and/or guidance role, managing projects.
X		Demonstrated networking, organizational, scheduling, and planning skills.
	X	Proven experience with computer-aided facility management (CAFM) systems, space databases, and computer networking.
	X	Demonstrated experience with Microsoft and Apple operating systems, and AutoCAD, Adobe Creative suite, Sketch-up, and Archibus software.
	X	Knowledge of with Basis of Design, building, ADA, and Fire, Life, and Safety codes.
	X	Demonstrated experience leading and/or managing projects and data reporting in architecture, engineering, construction management, design, and/or higher education industries.

**Other Job Factors**

**JOB ACCOUNTABILITIES**

	% Time	Essential	Marginal	N/A
Coordinates and oversees asset and occupant additions, changes, and moves to/from units. Develops move plans, and sequences group-level moves and relocations. Creates project objectives and schedules, work scope, and financial estimates, and obtains director approval. Works with vendors, staff, and relevant university stakeholders, solving problems and delegating tasks as needed.				
Oversees all aspects of small- to mid-sized interior and facilities renovation projects and complete tenant improvement [TI] build-outs (e.g., reconfiguration and relocation of walls and doors). Coordinates with departments/units to produce space programs and options. Creates and implements plans and procedures for project execution, construction management, and risk mitigation. Maintains constant communication with all relevant parties, keep them informed with regular status reports.				
Maintains space and building occupancy databases and reports in computer-aided facility management (CAFM) systems. Coordinates with Document Management to ensure floor plans are accurately recorded in CAFM systems. Manages the department/unit principal investigator (PI) group-layer space distribution in CAFM system, and coordinates with Central Shops Services for data-change approvals.				
Develops strategic space-planning scenarios and space plan options of varying scale and complexity in accordance with USC Basis of Design (BoD) documentation and guidelines, as well as building, ADA, and Fire, Life, and Safety codes. Provides recommendations for space changes to maximize use, and ensures task and project compliance with any pertinent space- and building- specific guidelines and policies.				
Coordinates requests and work orders from university entities and relevant stakeholders (e.g., ITS, Facilities Management Service [FMS], University Communications). Maintains record of work orders and requests to ensure successful project executions, and works with department/unit finance departments with processing invoices.				
Ensures project plans and schedules align with user priorities, expectations, and space guidelines, and produces related drawings and schedules. Tracks and monitors expenditures, revising budgets as needed.				
Develops, revises, and maintains space metrics reports for all principal investigators (PI). Develops and produces presentations and detailed reports for research, administrative, and educational space.				
Works directly with management to establish and draft space-planning process improvements. Assists with space-utilization surveys and selection of building-				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
standard furniture, fixtures and equipment (FFE). Trains new staff in space-planning processes and CAFM system maintenance and updates.				
Represents department/unit on projects implemented by Facilities Management Services (FMS) and/or Capital Construction Development (CCD). Reviews project details, blueprints, and processes, and prepares necessary reports and memos.				

## 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.