



## JOB INFORMATION

<i>Job Code:</i>	181415
<i>Job Title:</i>	Construction Project Manager I
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	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

Serves as project manager responsible for managing and coordinating small to midsize construction and facilities improvement projects for the university through all phases including programming, planning, design, bidding, pre-construction, construction, occupancy and closeout. Develops, interprets, communicates and executes project plan in coordination with supervisor. Analyzes space and logistical requests and solutions for conformity with the overall goals. Ensures that design, processes and specifications align with university needs and goals. Develops project budgets and timetables, and monitors expenditures and schedules in coordination with supervisor. Organizes, coordinates and implements planning, design and construction activities. Provides formalized milestone sign-offs throughout life of project. Researches problem areas and recommends cost effective solutions that meet project requirements. Provides leadership and direction for day-to-day project operations and project related administrative activities.

## 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 construction and/or planning.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated interpersonal skills. Ability to communicate clearly and effectively.
	X	Project administration with progressive leadership/management within a college or university environment.
	X	Licensed architect or engineer or commensurate construction management experience.

## Licenses

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

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as project manager responsible for managing and coordinating small to midsize construction projects. Establishes operational objectives and provides direction to project team working on projects. Develops, interprets, communicates and executes project plan in coordination with supervisor. Defines scope, budget and schedules in coordination with supervisor in coordination with supervisor. Selects design consultants and manages the design phase. Manages, organizes, and schedules construction projects and/or planning and design projects to meet objectives. Identifies and researches potential problems and alternatives and takes corrective action as necessary. Recommends cost effective solutions to a wide range of difficult problems that meet project requirements.				
Develops documents for initiation of projects to gain approval of supervisor and university senior management.				
Provides evaluation, selection and application of standard techniques and procedures. Applies knowledge of policies, practices, trends and information.				
Coordinates and monitors progress of construction. Reads and interprets plans, specifications and other technical documents. Provides periodic technical design and/or construction reviews and reports. Conducts needs assessment and determines research methodology and design, as needed. Reviews submittals of drawings and samples. Monitors conformity of construction with contract documents and specifications. Conducts quality assurance reviews to ensure work is satisfactorily performed and completed. Provides formalized milestone sign-offs throughout life of project. Ensures compliance with quality control and quality assurance policies, procedures and requirements. Ensures compliance with regulatory and university safety regulations and guidelines.				
Provides direction to internal and/or external project staff based on organizational goals and policies.				
Coordinates with project stakeholder groups 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 in coordination with supervisor. 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 ensures processing of payments to architects, contractors and vendors based on approved contract requirements. Conducts pre-construction conferences, reviews bids and recommends award of contracts.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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/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 key resource for project information and resolves problems or questions referred by internal and external sources.				
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.				

## 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.