



## Senior Capital Construction Project Manager Job Description

### JOB INFORMATION

Job Code:	181455
Job Title:	Senior Capital Construction Project Manager
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Construction
Job Family Group:	Facilities Management and Construction
Management Level:	5 Manager

### JOB SUMMARY

Serves as senior construction project manager responsible for overseeing and coordinating all aspects of mid to large-sized construction projects for the university through all phases. Creates project objectives, work scope, project execution and construction management plans and procedures. Oversees and coordinates planning, design, design phase estimating and monitoring construction by the architect/engineers. Develops and manages project budgets and schedules in conformance with available funds and work schedule. Oversees project team members, consultants and contractors allocated to project. Serves as an advisor and resource to project staff to resolve technical or operational problems.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	Engineering

#### 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		10 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		Knowledgeable in all conventional aspects of the field and other related disciplines/processes.
X		Demonstrated interpersonal skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		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
Serves as senior project manager responsible for overseeing and coordinating all aspects of mid to large-sized construction projects. Creates project objectives and work scope. Creates and implements project execution and construction management plans and procedures, and communication and risk mitigation plans. Develops project reports required to keep all relevant parties informed on status of time and cost elements of project.				
Overviews and coordinates planning, design, design phase estimating and monitoring of construction by the architect/engineers of project to ensure its delivery in accordance with construction contract and university requirements and standards. Collaborates with design and construction professionals from various disciplines to ensure successful integration of design and construction and development of drawings and specifications that ensure successful delivery of project within budget and on time.				
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 Collaborates with design and construction professionals from various disciplines to ensure successful integration of design and construction and development of drawings and specifications that ensure successful delivery of project within budget and on time.				
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				
Collaborates with client and city officials to facilitate timely and effective participation in the project. Interfaces with regulatory agencies and others to manage the process of obtaining all required project reviews, permits and approvals.				
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.				
Has responsibility for performance and coordination of activities related to construction, scheduling and workflow of construction services and systems. Ensures that required inspection activities are performed by responsible parties to ensure conformity of construction and quality with contract document requirements.				
Oversees project team members, consultants and contractors allocated to project. Identifies potential problems and resolves all project issues in a time effective manner.				
Has responsibility for establishing a quality management plan that meets university quality expectations for the project. Monitors and controls quality process throughout the project delivery cycle to ensure conformance with quality requirements.				
Develops and manages project budgets and schedules in conformance with available funds and work scope that delivers agreed programmatic requirements.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Reviews changes requested by project stakeholders and provides advice and recommendations to supervisor on budget, time, and scope implications. Monitors and controls costs throughout project delivery cycle to ensure project is delivered within clients' cost expectations. 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.				
Recommends and ensure processing of payments to architects, contractors and vendors based on approved contract requirements. Conducts pre-construction conferences, reviews bids and recommends award of contracts.				
Serves as an advisor and resource to project staff to resolve technical or operational problems. Schedules and determines the delegation of assignments to project staff and teams. Reviews work of project coordinators, office engineers and project managers. Reviews and corrects work of architect, contractor and consultants. Provides input to performance appraisals.				

## 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>			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.