UNIVERSITY OF SOUTHERN CALIFORNIA
Facilities Project Manager
Job Code: 181331

Grade: K
OT Eligible: No
Comp Approval: 11/10/2010

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 ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

PERFORMS ESSENTIAL DUTIES ACCORDING TO EACH FUNCTION:

- 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 such as AC unit, automatic controls and 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.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
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.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Directly related education and project management experience with increasing leadership/management responsibility in electrical, mechanical or plumbing systems and/or planning. Demonstrated interpersonal skills. Ability to communicate clearly and effectively.

**Preferred Field of Expertise:**
- Project administration with progressive leadership/management within a college or university environment.

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Customer service
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling
- Statistical analysis

**Skills: Machine/Equipment:**
- Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

**Supervises: Level:**

Leads employees performing similar work on a project basis.
May oversee student, temporary and/or resource workers.

**SIGNATURES:**

Employee: ________________________________ Date: ____________________________

Supervisor: ______________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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