UNIVERSITY OF SOUTHERN CALIFORNIA
Facilities Program Manager
Job Code: 181335

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

JOB SUMMARY:
Serves as program manager for Facilities Management Services (FMS) related programs and all individual projects encapsulated in programs. Performs engineering analysis and design for assigned projects. Develops, monitors and implements policies, processes, standards and guidelines for various facility systems such as electrical, mechanical or plumbing systems. Provides leadership and direction for day to day project operations and project related administrative activities such as design, plan, schedule and scope of services. Identifies problems and determines resolution within operation parameters and constraints.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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<td><strong>Serves as program manager for Facilities Management Services (FMS) related programs and all individual projects encapsulated in programs. Provides leadership and direction on all project operations and activities such as the design, plan, schedule and scope of services. Identifies appropriate strategies to ensure delivery of quality of services with available resources. Provides technical expertise and support and management to Facilities Management Services (FMS) as it relates to utility infrastructure, energy management and environmental compliance. Interprets federal, state and local regulations to ensure compliance with existing regulations.</strong></td>
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<td><strong>Performs engineering analysis and design for assigned projects. Develops documentation in the form of drawings and specifications for bid and construction. Ensures project drawings and specifications comply with university standards and specifications and federal, state and local requirements. Provides construction phase support such as review of submittals, documents interpretation and field observation.</strong></td>
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<td><strong>Develops, monitors and implements policies, processes, standards and guidelines for various facility systems such as electrical, mechanical or plumbing systems to maintain quality control of project types and sizes. Recommends best industry practices in support of improving unit processes for meeting user needs.</strong></td>
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<td><strong>Manages and negotiates consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants.</strong></td>
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<td><strong>Oversees, initiates and reviews feasibility studies to determine whether design concepts are compatible within existing infrastructures. Develops and recommends changes to design concepts, as necessary. 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 systems to install.</strong></td>
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<td><strong>Conducts quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants.</strong></td>
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Monitors operation, maintenance and development of mechanical, electrical and plumbing systems. Resolves performance issues.

Identifies problems and determines resolution within operating parameters and constraints. Troubleshoots issues with various facility systems such as the Energy Management System (e.g. wiring between controllers and buildings).

Gathers facts and figures to develop a budget. Monitors and reconciles budget activity. Provides forecasts and projections to develop a budget.

Prepares financial and/or other reports, as needed.

Provides leadership and guidance to staff, student workers or contractors, as assigned. Leads and facilitates inter-department committees to improve on efficiency and effectiveness of delivering services to end users, as directed.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

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

EMERGENCY RESPONSE/RECOVERY:

Essential:  

Yes  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
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 one or more employees performing similar work.
- Leads volunteers, temporary and/or casual 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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