UNIVERSITY OF SOUTHERN CALIFORNIA
Facilities Commissioning Administrator
Job Code: 181431

Grade: K
OT Eligible: No
Comp Approval: 11/12/2010

JOB SUMMARY:
Oversees the commissioning and close out process for all construction projects to include review and acceptance by Facilities Management Services (FMS) and the university.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Develops commissioning standards and guidelines for university related construction projects. Provides guidance to all university construction projects such as Capital Construction and Deferred Maintenance, regarding policies that affect construction projects related to commissioning.

______ Oversees the commissioning process on all construction projects. Selects commissioning agent for construction projects. Acts as a liaison to the Capital Construction Development project managers.

______ Develops project close out standards and guidelines related to record documents, Operations and Maintenance (O&M) documentation and operator training. Interprets standards, guidelines, policies and procedures.

______ Reviews and tracks project process to ensure compliance with commissioning and university standards and guidelines.

______ Reviews project documentation to ensure compliance with university standards and guidelines related to commission and close out.

______ Works with CAD Services to enforce and maintain close-out requirements. Reviews and approves close out documentation. Provides documentation to operations.

______ Schedules and facilitates training sessions for operations staff related to building systems.

______ Gathers information used to develop a budget. Tracks and reconciles commissioning budget activity.

______ Works with other departments and groups such as Energy Services, project managers, contractors, O&M and FMS HR to implement projects.

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: 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:
- Prior experience in mechanical, electrical, plumbing and/or fire protection systems. Directly related project management experience with increasing leadership/management responsibility. Demonstrated interpersonal skills. Ability to communicate clearly and effectively.

Preferred Field of Expertise:
- Degree in engineering. 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.
- 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:
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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