UNIVERSITY OF SOUTHERN CALIFORNIA
Capital Construction Project Manager
Job Code: 181451

Grade: 00
OT Eligible: No
Comp Approval: 3/4/2014

JOB SUMMARY:
Serves as construction project manager responsible for overseeing and coordinating all aspects of small to mid-sized construction projects for the university through all phases. Creates project objectives, work scope, project execution and construction management and procedures.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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<td>Serves as project manager responsible for overseeing and coordinating all aspects of small to mid-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.</td>
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<td>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.</td>
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<td>Establishes schedule that meets client’s needs. Monitors and controls schedule throughout project delivery cycle to ensure that project is delivered within client’s time expectations.</td>
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<td>Collaborates with client and city officials to facilitate timely and effective participation in the project.</td>
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<td>Oversees project team members, consultants and contractors allocated to project. Identifies potential problems and resolves all project issues in a time effective manner.</td>
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<td>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.</td>
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<td>Develops and manages project budgets and schedules in conformance with available funds and work scope that delivers agreed programmatic requirements. 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.</td>
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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:**
- 7 years

**Minimum Field of Expertise:**
- Directly related education and project management experience with increasing leadership/management responsibility in construction and/or planning. Working knowledge of conventional aspects of the field and other related disciplines/processes. Demonstrated interpersonal skills. Ability to communicate clearly and effectively.

**Preferred Education:**
- Bachelor's degree

**Preferred Field of Expertise:**
- Degree in Engineering, Architecture, Construction Management or related field. Project administration with progressive leadership/management within a college or university environment. Licensed architect or engineer preferred.

**Skills:**
- Other:
  - Analysis
  - Assessment/evaluation
  - Budget control
  - Budget development
  - Communication -- written and oral skills
  - Interpretation of policies/analyses/trends/etc.
  - Knowledge of applicable laws/policies/principles/etc.
  - Lead/guidance skills
  - 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.
May oversee student, temporary and/or resource workers.

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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