UNIVERSITY OF SOUTHERN CALIFORNIA
Senior Capital Construction Project Manager
Job Code: 181455

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

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 ACCOUNTABILITIES:

*E/M/NA % TIME

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 methodology and design, as needed. Reviews submittals of drawings and samples. Monitors conformity of construction with contract documents and specifications. Conducts quality assurance reviews to ensure work is satisfactorily performed and completed. Provides formalized milestone signoffs throughout life of project. Ensures compliance with quality control and quality assurance policies, procedures and requirements. Ensures compliance with regulatory and university safety regulations and guidelines.

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. 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 ensures 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.

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:**

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<th>Essential:</th>
<th>☐ No</th>
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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:**
10 years

**Minimum Field of Expertise:**
Directly related education and project management experience with increasing leadership/management responsibility in construction and/or planning. Knowledgeable in all 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.
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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