UNIVERSITY OF SOUTHERN CALIFORNIA
Capital Construction Project Officer
Job Code: 181475

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

JOB SUMMARY:
Serves as a construction project officer responsible for the success of small renovation projects. Plans, organizes, controls, reports and manages the project to ensure goals or objectives of project are accomplished within a prescribed time, cost, quality and contract parameters. Coordinates activities related to the construction, scheduling and workflow of construction services and systems. Provides technical oversight to internal and external project staff.

JOB ACCOUNTABILITIES:

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<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Has responsibility for overseeing and coordinating all aspects of small renovation projects including creation of project objectives, work scope and projects reports. Ensures all relevant parties are informed on status of project time and cost elements.</td>
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<td>Collaborates with client and city officials to facilitate timely and effective participation in project, as needed.</td>
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<td>Oversees consultants and contractors allocated to project to ensure timely and accurate preparation of design documents. Identifies and resolves all project issues in a time effective manner</td>
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<td>Oversees activities related to the construction, scheduling and workflow of construction services and systems to ensure timely completion of work.</td>
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<td>Has responsibility for establishing a budget in conformance with available funds and for a work scope that delivers agreed programmatic requirements. Monitors and controls costs throughout the project delivery cycle to ensure it is delivered within the client’s cost expectations.</td>
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<td>Establishes a 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>Monitors and controls quality process throughout project delivery cycle to ensure conformance with quality requirements.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
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 responsibility in construction and/or planning. Working knowledge of conventional aspects of field and other related disciplines/processes. Demonstrated interpersonal skills. Ability to communicate clearly and effectively.

**Preferred Field of Expertise:**
- Degree in Engineering, Architecture, Construction Management or related field.

**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.
  - 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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