



POSITION DESCRIPTION

Department:	Facilities Planning and Capital Projects
Classification Title:	Administrator II
Working Title:	Senior Program Manager
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

PURPOSE:

Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of five critical and interdependent support departments, including Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facilities Operations. In support of the Cal Poly mission, FMD is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

Cal Poly is in the midst of transforming the project delivery process as well as accelerating the annual capital spending from \$100M to \$300M. Focusing on more collaborative processes, innovative contracts, and best practices from across the industry, Cal Poly is looking to create a project delivery group that matches its top-rated Architecture and Construction Management programs.

Under the general direction of the Director of Project Delivery of Facilities Planning and Capital Projects (FPCP), the Senior Program Manager is responsible for the overall leadership, operation, and management of project management administration for capital outlay projects assigned to the program. The Senior Program Manager will be responsible for a capital program greater than \$200M, focused on housing enrollment and academic growth initiatives. The position will have oversight of smaller programs across multiple colleges and departments as well. The Senior Program Manager is a facilitator in building partnerships and fostering collaboration in a program focused dynamic environment to execute work. The incumbent is a decision maker supporting a capital program, including project development and delivery; project funding strategy and management; collaboration with clients, design professionals, consultants, and contractors; coaching/supervising a team(s) of project managers, technical and administrative support staff; directing activities; and managing operations and budgets. The incumbent will champion initiatives within the FPCP department which may include the strategic plan, operational goals, and staff development. This position is critical to act on behalf of the university and the client to move projects forward in a timely manner and maximize the value to the academic mission and will regularly interact with campus leadership, including the President and Provost, as well as the CSU Board of Trustees.

DUTIES AND RESPONSIBILITIES

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
1. Collaborate with the Executive Directors and FPCP, FMD, and AFD Senior Managers in establishing long and short-term goals and set department priorities that align with Cal Poly's academic strategic plan and physical master plan.		
2. Oversee, administer, and advance the delivery and execution of a capital program within the overall campus program. Implement the department's project delivery model/ standard for advancing the Campus Master Plan to support campus and system growth initiatives		
3. Coordinate with Campus Planning and the Colleges, Auxiliaries, and other facility users on and off campus for determining the 5-year capital planning efforts. Develop proformas, feasibility studies, alternative analysis, pricing studies. Review and submit for approval financing requests to the Finance and Treasury Department of the Chancellor's Office. Budget management (in coordination with builder and Cal Poly Finance team).		
4. Develop benchmarks – evaluate past and current facilities data for improvements and new building programming.		
5. Categorize identified requirements and prioritize actions such as system renewals, construction of new facilities, mandated projects such as those involving regulatory compliance or lease obligations, and donor-funded project(s).		
6. Demonstrate programming scenarios and procurement methods to pinpoint risks, highlight financial consequences, and provide budget forecasts.		
7. Conduct program assessments to ensure that needs are identified, addressed, and progress is monitored. Regularly review prioritization strategies to ensure that they remain in sync with Cal Poly's mission, objectives, and goals.		
8. Coordinate post occupancy and client satisfaction surveys after completion of projects and compile information for future reference.		
9. Direct and manage the implementation of the Capital Outlay program goals, objectives, and priorities.		
10. Oversee the development of programming reports, special studies, cost analysis, and other project-related information and data. Lead the effort with the CSU, campus leadership, donors and stakeholders to develop the campus long and short-term project plan as it relates to program development and execution.		
11. Lead multiple teams of project management and support staff within assigned program to meet campus, client and department needs.		
12. Integrate the Collaborative Design-Build team members, other program participants, CSU staff, peer reviewers, CSU Office of Fire Safety, and the Office of State Fire Marshal (OSFM) early in the design process for a wholistic program implementation.		
13. Establish and maintain strong working relationships with Strategic Business Services (SBS) for the enhancement of an accessible and equitable procurement environment to maximize participation and promote securing the top teams for project execution.		
14. Lead the selection, contract development, and contract administration for architectural, engineering, interior design, and landscape architectural design firms, as well as construction		

inspection, management services, and other professional service consultants in conjunction with state and non-state funded design and construction.

15. Develop and seek feedback for continuous improvement in policies and procedures consistent with the State University Administrative Manual (SUAM) for the design and construction of capital improvements on the campus. Supervise initiatives to increase efficiencies, improve staff productivity, and assure quality construction practices.
16. Foster a service-orientated, customer service culture within the project management team(s), FMD, and the University. Create a culture of integrity, transparency, and effective collaboration.
17. Plan, organize, lead, and supervise a team(s) of project managers, construction inspectors, administrative/technical support staff/student assistants, and consultants assigned to building design and construction administration. Utilize target value design efficiently and effectively to ensure predictable budget and program outcomes for projects.
18. Counsel and coach team members; manage employee recruitments; provide guidance and professional development opportunities to the team; evaluate employee performance and impose disciplinary measures if needed; plan and review project schedules and assign staff workloads.
19. Work closely with Human Resources to create highly functioning team members through individual development plans, training, and workforce planning.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
3. Serve as the backup for the Director of Project Delivery in their absence.
4. Represent FPCP on campus and/or CSU system wide committees, as assigned.

Required Education, Experience, and Credentials

Education and Experience:

- Bachelor's Degree in Architecture, Engineering, Construction Management, Real Estate Development or related field. Successful track record of leadership experience, including eight years of progressively responsible experience. A graduate degree may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the degree requirement on a year for year basis.

Licenses, Certificates, Credentials:

- Possession of (or ability to obtain by date of hire) a valid California Driver's License.
- This position may require the ability to obtain AHERA Inspector certification for asbestos related work and Cal/OSHA Lead training as well as the ability to wear respiratory protection. A Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.

Required Skills, Knowledge, and Abilities

- Demonstrated experience in the leadership and administration of large-scale capital programs.

- Demonstrated experience with program management, construction administration, and construction management including a thorough knowledge of best practices for project development including business case studies and capital planning strategies.
- Demonstrated experience with business and fiscal analysis, proformas, processes, and techniques related to project development in building, design, and construction including an ability to analyze data, make accurate projections and financial performance of projects using business mathematics and statistical analysis techniques.
- Demonstrated experience in executive leadership and team management with a proven ability to organize and manage teams, including internal design and operations staff, external contractors, and technical consultants specializing in building construction or renovation.
- Thorough knowledge of and use of building codes, public contracting laws, ordinances, and regulations applicable to building construction and maintenance
- Knowledge of architecture, construction management, and engineering principles.
- Knowledge of or ability to quickly learn complex organizational and management structures and an ability to adapt to the dynamics of organizational, procedural, technological and policy change.
- Ability to read and understand proposals, plans, blueprints, process drawings, contracts, purchase orders, schedules, and specifications for all phases of construction, building maintenance, and produce quality construction drawings and specifications. Negotiate contracts with design professionals and contractors.
- Excellent organizational and time management skills with the ability to maintain a high degree of accuracy while setting own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, cloud-based systems, scheduling software, Internet as well as online calendaring and email.
- Demonstrated ability to maintain a high degree of confidentiality including an ability to apply a high level of judgment and discretion on a consistent and continuing basis.
- Working knowledge of or ability to quickly learn and apply University infrastructure, policies, and procedures.
- Demonstrated ability to use tact, diplomacy, and professionalism to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, and productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough mastery of English grammar, spelling, and punctuation with a demonstrated ability to proofread and edit.
- Demonstrated ability to interpret, communicate, and apply policies and procedures.

Preferred Skills and Experience

- Demonstrated expert in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

- Experience managing complex construction programs.
- Experience with managing construction projects in a university setting.
- Familiarity with CSU contract law and bidding policies, including the various construction project delivery methods used on CSU campuses, e.g., Design-Build, CM at-Risk, Job Order Contracting (JOC) and Task Order Service Agreements (TOSA), etc.
- Professional Licensed Architect, Mechanical or Electrical Engineer.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to work both indoors and outdoors in all types of weather conditions.
- Must be able to use both hands for simple or firm grasping and for fine manipulation.
- Must be willing to work at heights (20 feet or higher) off scaffolding or ladders.
- Must be able to bend, squat, crawl, reach above shoulder level, crouch, kneel, balance, push and pull loads.
- Must be able to receive off-hours phone calls regarding campus problems needing immediate attention and coordinate response as needed.
- May require the ability to wear respiratory protection, including a negative pressure respirator, and a Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR	TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION	
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification	Administrator II
FTE: _____	<input type="checkbox"/> Classification Review	Title:	_____
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	Class	3312
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	Code/Range:	_____
<input type="checkbox"/> COI Position		CBID:	M80
Recruitment Number: _____		MPP Job Code:	F 07 05
		Classifier	AT
		Initials:	_____
		Date:	11/22/2023