

**(PD-4510) Project Manager**

PD No.:PD-4510

**POSITION INFORMATION**

**Internal Team:\*** SL-FacMgmt-Facilities Planning - 127800

**Job Code/Employee Classification:\*** Administrator II  
Job Code: 3312

**MPP Job Code:**

**Position Number:** Project Manager  
Position no: SL-00006626

**CSU Working Title:\*** Project Manager

**Reports To:\*** Assoc Dir for Capital Projects

**Campus:\*** San Luis Obispo

**Division:\*** Administration and Finance

**College/Program:\*** Facilities Management and Dev

**Department:\*** FacMgmt-Facilities Planning - 127800

**FLSA Status:** Exempt

**POSITION DESIGNATION**

**Mandated Reporter:\*** Limited - The person holding this position is considered a limited 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.

**Conflict of Interest:\*** None

**NCAA:**  Yes  No

**Is this a Sensitive Position?:**  Yes  No

**Job Summary/Basic Function:\*** The Project Manager works within the Facilities Planning and Capital Projects (FPCP) Department of FM&D which provides project planning, architectural and engineering design/coordination, construction, and project management services, as well as campus master planning and space management for Cal Poly. Collaboration within the department and the campus community and providing a high degree of professionalism and customer services is crucial to the mission of the department.

Under the general direction of the Executive Director, the Project Manager is responsible for managing assigned construction projects including all aspects of project management during conceptual, development, planning, design, construction, close-out and warranty. This position is required to interface with faculty, staff and administrators from a variety of colleges and departments, project donors/representatives, CSU officials, the State Fire Marshal, and various professional consultants, contractors, vendors and other related parties.

**Minimum Qualifications:\*** Bachelor's Degree in Architecture, Engineering, Construction Management or related field AND five (5) years of progressively responsible experience in the area of project management. Up to four years of extensive experience in the management of building design and construction may be substituted for the degree requirement on a year for year basis.

**Required Qualifications:**

- Demonstrated experience with project management, construction administration, and/or construction management including a thorough knowledge of building materials, costing procedures and the sequential methods of modern construction and maintenance practices, as well as capital construction project delivery methods.
- Demonstrated experience in effective 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. Proven ability to collaborate with team members and provide outstanding customer service.
- Thorough knowledge of a wide range of facilities management operations and general knowledge of building codes, laws, ordinances and regulations, and trades applicable to building construction, maintenance, and repair.
- Knowledge of construction management.
- Knowledge of business and fiscal analysis, processes, and techniques related to project management in building, design and construction including an ability to analyze data and make accurate projections and cost estimates.
- 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, and specifications for all phases of design, construction and building maintenance, and produce quality construction drawings and specifications.
- Ability to draft and compose correspondence and standard reports including producing PowerPoint presentations and effective oral presentations to groups.
- 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.
- Demonstrated ability to use a variety of computer applications including word-processing, spreadsheets, databases, online systems, project management software, scheduling software, 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, 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.

**Preferred Qualifications:**

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience managing major and/or complex construction projects.
- 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 in the State of California.

**Special Conditions:**

- Must be able to work additional hours, including weekends, evenings and 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 simply, 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 willing to travel and attend training programs off-site for occasional professional development.
- Must be able to receive off hours phone calls regarding campus problems needing immediate attention and coordinate response as needed.
- This position 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 as a condition of employment.
- Must be able to successfully pass a pre-employment background check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- 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 management (MPP) employees are required to disclose outside employment at the time of hire or within thirty (30) days of taking additional outside employment subsequent to the time of hire.

**License / Certification:**

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.

**Supervises Employees:\***

Yes  No

**Job Duties**

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**JOB DUTIES**

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<b>% of time</b>	<b>Duties / Responsibilities</b>	<b>Essential / Marginal</b>
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90	<ul style="list-style-type: none"> <li>• Manage multiple and concurrent projects during development, planning, design, construction, close-out and warranty of major capital outlay projects and other projects as assigned. Must have the ability to make well informed and critical decisions.</li> <li>• Manage overall project performance including scope, safety, quality, schedule, innovation, and costs.</li> <li>• Represent the university and work with project teams (campus groups, university officials, project architects, engineers, contractors, inspectors, local agencies, etc.) during all project phases.</li> <li>• Coordinate and integrate project meetings and activities, and inform/update campus client/users on the status of the projects. .</li> <li>• Manage project resources including but not limited to schedule and budgets.</li> <li>• Monitor project activities, development, and resources to mitigate risk.</li> <li>• Ensure that project development contract stipulations are met, assuring that responsible agencies are kept informed of progress.</li> <li>• Implement and maintain quality assurance processes.</li> <li>• Supervise, conduct, and coordinate schedules, cost estimates, plan checks, including constructability, building code, ADA compliance reviews, reviews of construction documents including specifications, drawings, and bid documents.</li> <li>• Develop, modify, and provide input to project documents.</li> <li>• Conduct project presentations and project updates reports as requested.</li> <li>• Oversee, conduct and participate in phase, milestone, and final project reviews and inspections.</li> <li>• Identify and administer project documentation requirements and procedures; manage project files; and prepare reports for data, accounting, contracting, CSU requirements, projects, and related activities.</li> <li>• Ensure that construction contract stipulations are met, assuring that responsible agencies are kept informed of progress, translating user needs into modifications and that final building specifications are acceptable to the university.</li> <li>• Implement and manage project commissioning plans.</li> <li>• Utilize the University's Job Order Contracting program (JOC) and Task Order Service Agreements (TOSA) as needed.</li> <li>• Interpret, administer and enforce university, CSU and state policy relating to public works projects, ADA, seismic and building design construction.</li> </ul>	Essential
10	<ul style="list-style-type: none"> <li>• Perform other job-related duties and special projects as assigned.</li> <li>• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</li> <li>• Assist Facilities staff with project-related and department/division operational matters.</li> </ul>	Marginal

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## USERS AND APPROVALS

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