

Project Manager

PD No.:PD-7978

## POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

## POSITION INFORMATION

<b>Type of Action Requested:*</b>	Replacement-Revision
<b>Internal Team:*</b>	FL-Design & Construction - 10192
<b>Job Code/Employee Classification:*</b>	Administrator II <u>Job Code: 3312</u>
<b>Classification Title:</b>	Administrator II
<b>MPP Job Code:</b>	F048
<b>Position Number:</b>	Project Manager <u>Position no: FL-10005827</u>
<b>CSU Working Title:*</b>	Project Manager
<b>Salary Range/Grade:</b>	3312-RANGE A-Grade-1 Minimum: \$ 4,812.00 Maximum: \$ 15,449.00 Pay Frequency:
<b>Reports to Supervisor:</b>	Laura Riegler
<b>Reports To:*</b>	Director, Planning, Design & Construction <u>Position no: FL-10005589</u>
<b>Campus:*</b>	Fullerton
<b>Division:*</b>	VP, Administration & Finance
<b>College/Program:*</b>	AVP Facilities Management
<b>Department:*</b>	Design & Construction - 10192
<b>FLSA Status:</b>	Exempt
<b>Hiring Type:</b>	At-will
<b>Workplace Type (Exclude Inst Fac):</b>	On-site (work in-person at business location)
<b>Pay Plan:</b>	12 Months
<b>Pay Plan Months Off:</b>	

## POSITION DESIGNATION

<b>Mandated Reporter:*</b>	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.
<b>Conflict of Interest:*</b>	A "designated position" in the CSU'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.
<b>NCAA:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Care of People (including minors) Animals and Property:</b>	No
<b>Authority to commit financial resources:</b>	Yes
<b>Access/control over cash cards and expenditure:</b>	Yes
<b>Access/possession of master/sub-master keys:</b>	Yes

**Access to controlled or hazardous substances:** No  
**Access/responsibility to personal info:** No  
**Control over Campus business processes:** No  
**Responsibilities requiring license or other:** Yes  
**Responsibility for use of commercial equipment:** Yes  
**Is this a Campus Security Authority (CSA):**  Yes  No  
**Serves a security function:** No  
**Designated recipient for crime/misconduct reports:** No  
**Significant responsibility for Student Activities:** No  
**Significant responsibility for Campus Activities:** No

**Job Summary/Basic Function:\***

Under the supervision of the Director of Planning, Design, and Construction, or their designee, the Project Manager is responsible for managing the planning, design, development, and construction phases of assigned major and minor capital projects through successful completion. The position supports and works with the other operating units within Capital Programs and Facilities Management. The nature of the projects pertains to major capital, minor capital, capital renewal, and maintenance projects. These projects may also include utility infrastructure, telecommunications, fire-life safety, water conservation, solid waste management, energy conservation, and resource management. The Project Manager provides contract management for design and construction activities, as well as for the management of the project scope, budget, and schedule. The Project Manager serves as the primary point of contact for the campus and represents campus end users, project clients, campus technical staff, and the university community as a whole on assigned capital projects. The Project Manager follows and implements project design standards and construction management procedures. The Project Manager will work closely with various stakeholders, including university administration, architects, contractors, and regulatory agencies, to ensure the successful delivery of capital projects that support the university's strategic goals. Other duties as assigned.

**Minimum Qualifications:\***

Bachelor's degree in Engineering, Architecture, Construction, or a related discipline and/or five years of equivalent work experience in project management primarily as an Owner's Representative. Prior project design and construction project management experience on minor capital and major capital institutional projects. General knowledge of building codes and practices, architecture, civil, structural, mechanical and electrical engineering. Ability to read, analyze, draw, and critique plans, as well as the ability to write and review specifications. General knowledge of construction methods and practices. Possession of excellent written and verbal communication skills. Ability to work in a fast paced office environment with time sensitive deadlines.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**Required Qualifications:**

Bachelor's degree in Engineering, Architecture, Construction, or a related discipline and/or five years of equivalent work experience in project management primarily as an Owner's Representative. Prior project design and construction project management experience on institutional projects. General knowledge of building codes and practices, architecture, civil, structural, mechanical and electrical engineering. Ability to read, analyze, draw, and critique plans, as well as the ability to write and review specifications. General knowledge of construction methods and practices. Possession of excellent written and verbal communication skills. Ability to work in a fast paced office environment with time sensitive deadlines.

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**Preferred Qualifications:**

Advanced degree from an accredited four-year college or university in Engineering, Architecture, Construction, or a related discipline. Possession of advanced computer skills, including the ability to utilize Microsoft Suite software, project management software, Work Order systems, financial and scheduling software. Professional certifications such as PMP (Project Management Professional) or CCM (Certified Construction Manager).

**Special Conditions:**

Live Scan required for this position.

**License / Certification:**

Valid California Drivers' License.

**Supervises Employees:\***

Yes  No

**If position supervises other employees; list position titles:**

Student Assistants

## Job Duties

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### JOB DUTIES

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% of time	Duties / Responsibilities	Essential / Marginal
35%	<p>Project Management</p> <ul style="list-style-type: none"> <li>- Manage major and minor capital projects as assigned</li> <li>- Conduct project meetings for Planning, Design and Construction</li> <li>- Develop Project Master Schedule, Scope of Work, and Project Budget</li> <li>- Review design and construction documents and obtain campus approvals</li> <li>- Orchestrate Pre Bid Conference (Job Walk) e.g. develop agenda, signage, and addendums</li> <li>- Coordinate Bid Openings</li> <li>- Investigate low bid contractor and references prior to Award of Bid</li> <li>- Conduct Construction Meetings</li> <li>- Prepare Notice to Proceed</li> <li>- Review project work, schedule, and budget</li> <li>- Hire inspectors and testing agencies</li> <li>- Supervise design, construction and project close-out</li> <li>- Secure project as-builts, end-user training, O and M Manuals for Facilities and other deliverables</li> <li>- Write performance evaluations for contractors and consultants</li> <li>- Inspect/Review work under construction</li> </ul>	Essential
20%	<p>Assisting University Clients (Project users)</p> <ul style="list-style-type: none"> <li>- Review Project and Work Order requests</li> <li>- Research proposed projects</li> <li>- Arrange project meetings with University clients, Facilities, EH&amp;S, other campus personnel, and consultants</li> <li>- Develop program and scope of work</li> <li>- Obtain project approval from various campus departments</li> <li>- Estimate project costs, obtain client approval to proceed and manage fund transfer process</li> <li>- Review project budget, contracts, and scheduling with University client</li> </ul>	Essential
10%	<p>Contract Management</p> <ul style="list-style-type: none"> <li>- Prepare Request for Proposal for Consultants</li> <li>- Develop consultant Scope of Work</li> <li>- Draft contract agreements for consultants and contractors</li> <li>- Negotiate contract terms and fees with consultants and contractors</li> <li>- Prepare Bid Package</li> <li>- Develop Advertising</li> <li>- Review contract change orders</li> <li>- Close out contracts</li> </ul>	Essential
10%	<p>Assisting Department of Planning, Design, and Construction</p> <ul style="list-style-type: none"> <li>- Assist in writing office policies and procedures</li> <li>- Assist in developing Campus Design Standards</li> <li>- Assist in the development of contract Supplemental Provisions</li> <li>- Assist in the development of and streamlining of Public Works Bid Documents</li> </ul>	Essential
10%	<p>Financial Accountability</p> <ul style="list-style-type: none"> <li>- Coordinate project funding with Finance</li> <li>- Develop project budget, manage ongoing budget control, and financial close-out</li> <li>- Verify invoices and services rendered for Director's approval of payments</li> <li>- Prepare additional services contracts and construction change orders</li> </ul>	Essential
10%	<p>Technical Resource Coordination</p> <ul style="list-style-type: none"> <li>- Ensure code and ADA compliance</li> <li>- Coordinate with Environmental Health and Safety Office</li> <li>- Coordinate with the Office of State Fire Marshal and Office of Fire Safety</li> <li>- Coordinate Division of State Architect's review and approval with consultants</li> <li>- Coordinate Facilities review, inspection, and project related work-orders</li> <li>- Assist in developing Campus Master Plan and Specifications</li> <li>- Coordinate development and review of plans and specifications on assigned projects</li> </ul>	Essential
5%	<p>Other Duties as Assigned</p>	Essential

## SELECTION CRITERIA

There are no items to show

### Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions**

**\*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

### Physical and Mental Requirements

<b>Bending:</b>	Occasionally
<b>Climbing:</b>	Occasionally
<b>Concentrating:</b>	Frequently - Essential
<b>Crawling:</b>	Never
<b>Decision Making:</b>	Frequently - Essential
<b>Keyboarding and Mousing:</b>	Constantly - Essential
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally - Essential
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally - Essential
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally - Essential
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Occasionally - Essential
<b>Pushing or Pulling:</b>	Occasionally - Essential
<b>Reaching Overhead:</b>	Occasionally
<b>Repetitive Motion of Upper Extremities:</b>	Frequently - Essential
<b>Sitting:</b>	Frequently - Essential
<b>Standing:</b>	Frequently - Essential
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Frequently - Essential

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1**

**Description:**

**Other Physical and Mental Req No.1 Frequency:**

**Other Physical & Mental Requirement No. 2**

**Description:**

**Other Physical and Mental Req No.2 Frequency:**

**Other Physical & Mental Requirement No. 3**

**Description:**

**Other Physical and Mental Req No.3 Frequency:**

**Other Physical & Mental Requirements:**

### Environmental Requirements

<b>Drive motorized equipment:</b>	Occasionally - Essential
<b>Excessive Noise:</b>	Occasionally
<b>Hazards:</b>	Occasionally
<b>Outdoor:</b>	Occasionally - Essential
<b>Elevated Work:</b>	Occasionally - Essential

**Extreme Temperature (hot or cold):** Occasionally - Essential  
**Indoor (Typical office environment):** Frequently - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1 Description:**  
**Other Environmental Req No.1 Frequency:**  
**Other Environmental Requirement No. 2 Description:**  
**Other Environmental Req No.2 Frequency:**  
**Other Environmental Requirement No. 3 Description:**  
**Other Environmental Req No.3 Frequency:**  
**Other Environmental Requirements:**

## POSTING DETAILS

**Advertising Summary:** Under the supervision of the Director of Planning, Design, and Construction (Campus Architect) or their designee, the Capital Design Manager is responsible for managing the design and development of assigned minor and major capital projects through planning, concept, programming, design, and regulatory review and provides construction support oversight. This position manages projects and project staff who support and work with other operational units within the Capital Programs and Facilities Management Department (CPFM). The nature of the projects pertains to minor capital, major capital, capital renewal, and maintenance projects. These projects may also include utility infrastructure, telecommunications, fire-life safety, water conservation, solid waste management, energy conservation, and resource management. The position provides contract management for design activities, as well as for the control of the project scope, budget, and schedule. The Capital Design Manager serves as the primary point of contact for minor capital projects for the campus. The position represents campus end users, project clients, campus technical staff, and the university community on assigned projects.

Advertisement text:

## USERS AND APPROVALS

**Justification for Position:** This position is essential for project management support in Design & Construction, and will be backfilled.

**Hiring Administrator:\*** Deborah Enriquez  
 Email address: [deenriquez@fullerton.edu](mailto:deenriquez@fullerton.edu)

**Approval process:\*** FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Laura Riegler <span style="color: green;">✔</span> Approved Aug 29, 2024
2. HR Classifier:	Jaime Yarnell <span style="color: green;">✔</span> Approved Sep 3, 2024
3. Appropriate Administrator/Dean:	Sarab Singh <span style="color: green;">✔</span> Approved Sep 4, 2024
4. Position Management:	FL-HRDI PM <span style="color: green;">✔</span> Approved Sep 5, 2024

**HR/Faculty Affairs Representative:\*** FL-HRDI Classifier  
 Email address: [hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu)