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| **Position Number:** | 00012614 |
| **Working Title:** | Senior Construction Manager |
| **Classification Title:** | Administrator II |
| **Job Code/Grade:** | 3312 / 1 |
| **Department ID/Name:** | 1213 / Facilities Development & Operations- Design and Construction |
| **Appropriate Administrator Title/Position Number:** | Senior Director, Design & Construction /00011473 |
| **Work Lead or Department Chair Title/Position Number:** | N/A |
| **Employee Name (once filled):** |  |
| **Employee 9-digit ID (once filled):** |  |

POSITION PURPOSE

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| Under the oversight of the Senior Director, Design & Construction, the Senior Construction Manager is responsible for all efforts associated with successfully managing multiple University development and construction projects. This includes all aspects of project management during the development, planning, design, construction, occupancy, and closeout phases of the project life cycle. In successfully managing assigned projects, this senior level position is required to collaboratively interface with variety of campus stakeholders including senior administrators, staff, faculty, students, colleagues from the CSU Chancellor’s Office, agencies having jurisdiction including those at the Federal, State, and local level, and various professional consultants, contractors, and vendors.The Design & Construction unit of Facilities Development & Operations provides services to a University campus spread across five sites comprised of +170 acres, 52 buildings, and more than six million gross square feet. The Unit employs 5 full time permanent staff (whose efforts are integrated with the Real Estate, Physical & Capital Planning and Maintenance & Infrastructure Projects units) and utilizes several consultants in the delivery of services to the campus. |

## TYPE OF SUPERVISION RECEIVED *(Select one and enter the number below)*

1. Direct Supervision: Work is performed according to detailed instructions and the supervision is available on short notice. The methods of work are well established and outlined. (Typical supervision for entry level, non-exempt positions)
2. General Supervision: Objectives are set for position, but incumbent works independently referring to policies, practices and procedures. (Typical supervision for mid-level exempt or non-exempt positions)
3. Limited Supervision: Incumbent proceeds on own initiative while complying with policies, practices and procedures described by the Supervisor. Incumbent seldom refers matters to supervisor except for clarification of policy. (Typical supervision for professional or advanced-level exempt positions)
4. General Direction: Incumbent has broad responsibility for planning, organizing and prioritizing work. Active control by the manager is only exercised on longer term goals and policy issues. (Typical supervision for middle managers and high level professionals)
5. Administrative Direction: Management decisions are comprehensive and the work function is broad. (Reserved for Administrator IV positions)

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## ESSENTIAL FUNCTIONS

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| **Essential Functions and Associated Tasks** | **% of Time Annually** |
| **Construction Management*** Manages all aspects of assigned projects through the full course of the project life cycle including planning, design, construction, and closeout phases. Independently leads and direct projects requiring high levels of functional integration and involving multiple disciplines to be managed. This includes those associated with real estate development, capital improvements, major maintenance and repair, capital renewal, deferred maintenance, and infrastructure improvements.
* Ensures all assigned projects are managed in alignment with the University's Capital Outlay Management Plan as well as any corresponding CSU or State of California regulation governing University projects. Coordinates as necessary throughout all project phases with the Campus Deputy Building Official, Construction Administrator, and others.
* Represents the University by leading and collaborating with the project team (campus groups, university officials, project architects, engineers, contractors, inspectors, etc.) during all phases.
* Conducts feasibility studies including needs assessments, programming, conceptual design, environmental and regulatory analysis, cost analysis/financial planning, and similar work efforts required to determine overall project feasibility.
* Reviews and develops a comprehensive scope of work, budget, and schedule. Evaluates and recommends the project delivery method, design documentation needs, necessary consulting services, and other supporting efforts necessary to successfully deliver assigned projects.
* Manages processes associated with required environmental and other regulatory reviews required to implement the project including CEQA.
* Coordinates meetings and activities keeping those involved up to date regarding planning, design and construction activities, and project’s budget and schedule. To include scheduling meetings; preparing meeting agendas, notes and other documents for distribution; presenting information and leading meetings where assigned.
* Directly responsible for managing all aspects of the project budget working collaboratively with the Business & Administrative Support Services team. To include maintaining accurate expense tracking and cost projections, projecting cash flows, and monitoring trends that affect the timely and cost-effective completion of assigned projects. Proactively brings forward issues or challenges and proposed solutions designed to successfully contain and mitigate risk.
* In collaboration with the Business & Administrative Support Services and the campus Strategic Sourcing team, develops request for proposals/bid packages and other necessary documents required to advertise and award contracts required to complete assigned projects. Participates in the bid evaluation and makes recommendations for award.
* Manages professional service agreements and monitors the work effort of architectural, engineering, testing and inspection, and other professionals contracted by the campus to ensure all services are provided in a timely manner. Tracks and monitors progress and reviews invoices with recommendations for approval or otherwise.
* In consultation with the Campus Deputy Building Official, Campus Architect, and Construction Administrator, implements and coordinates design review and plan check services for assigned projects including coordination with campus consultants where requested. To include review for scope, constructability, and code compliance. Compiles comments from multiple sources and organizes such into a tracking log for issuance to the consultant for resolution; supports consultant efforts to resolve all comments, and recommends solutions for decisions where required.
* Maintains a project daily diary describing general events, noting problems and unusual events, decisions and directions given to a contractor, design, or other professional.
* Develops inspection and regulatory compliance plan for assigned projects. Leads and oversees implementation of such plans including coordination of all required inspections, testing, and other activities. Supervises construction inspectors and consulting engineers and ensures the quality and timeliness of inspections and testing to ensure all code and regulatory requirements are adhered to. Reviews testing and inspection reports and the inspector's daily diary to ensure full understanding of project issues and status. Reports all failed inspections or tests to the Campus Deputy Building Official, contractor and design professional requesting instructions as to further procedure.
* Manages construction contracts. Tracks and monitors work in place and reviews pay applications with recommendations for approval or otherwise. Evaluates and makes recommendations concerning proposed contract changes. Ensures ongoing compliance with contractual requirements.
* Develops and maintains a project master change order log as well as sub-logs for all contracts. Reviews contingency status and makes recommendations regarding proposed changes including full in-depth analysis of all change requests as well as the development of multiple options for consideration. Works collaboratively with others to process contract modification documents.
* Responsible for all phases of project construction and directs/monitors compliance with appropriate codes and regulations.
* Analyzes and reviews all project schedules submitted by the contractor to monitor progress, assess risk, ensure minimum campus disruption and decrease exposure associated with schedule and contract completion requirements
* Maintains project documentation records and logs including those associated with RFIs, submittals, field instructions, change orders, inspections, as-builts, etc.,.
* Plans for, manages, and oversee a project’s transition from completion through move-in and occupancy including furnishings, occupant moves, data/phone system activation, security/access set up, and other duties required for a seamless transition.
* Submits reports, as requested, concerning all facets of a project including budget, schedule, cash flow, outstanding issues, quality control, RFIs, submittal logs, inspection logs, contingency balance and other pertinent issues.
* Develops and oversees project close-out including agency approval, training, warranties, and certificate of completion, as-built records, and other requirements. Oversee post construction phases as required including the commissioning process of newly installed systems and equipment.
* Conducts project post completion assessments to determine if objectives including financial considerations are met. Assists with audits providing documentation and information as required
* Participates in or conducts negotiations to resolve claims or disputes as directed by the Construction Administrator.
* Acts as a liaison and interfaces with local and regional jurisdictions having authority, regulatory and entitlement agencies, utility providers, and governing bodies. Informs, advises, and recommends course of action necessary achieve approvals or resolve issues or challenges.
* Advises department leadership on situations which require political acumen and sensitivity. Analyzes situations developing solutions and recommendations for consideration, implementing such where directed
 | 90% |
| **Administrative & Technical Support*** + Participates, leading where assigned, in the development of assigned initiatives designed to improve overall project management efficiency, service level, quality control, and communications associated with management of University development and construction projects.
	+ Participates in campus emergency response efforts and services as a subject matter expert as related to the physical campus utility systems and infrastructure. Includes active participation in campus emergency response teams and committees.
 | 10% |

The incumbent 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. Incumbent is also required to promptly report any knowledge of a possible Title IX related incident to the Title IX Office.

Percentages are used to classify the position. Actual amount of time spent on each Essential Function may vary based on department cycles and priorities. Other duties may be assigned by the Appropriate Administrator.

## KNOWLEDGE, SKILLS and ABILITIES

| Knowledge, Skills and Abilities required to perform the Essential Functions in Section C |
| --- |
| * Broad skills and advanced knowledge in one or more of the following areas: real estate development, architecture, civil, mechanical or electrical engineering or construction management.
* Thorough knowledge of project management practices including that required to plan, lead and oversee large and complex construction projects and real estate developments. To include in-depth knowledge of typical real estate and public works construction processes, and skill to manage all phases of planning, design and construction of complex projects.
* Thorough knowledge of applicable state and federal codes and regulations pertaining to the real estate development and construction industry including understanding of the California Building Code, the American with Disabilities Act and the Safety Orders of the Division of Industrial Safety for the State of California as such pertains to large public works construction projects. Ability to apply such knowledge successfully for assigned projects.
* Advanced skills and knowledge in project scheduling including task/resource loading, and critical path sequencing methods required to run an efficient project. Ability to conduct in-depth analysis and review of complex project schedules to guide adjustment as needed to manage schedule and risk.
* Knowledge in the use of multiple project delivery methods (including design-bid-build, design-build, collaborative design-build, CM at-risk, etc.,) and ability to select appropriate methods based on project plan.
* Demonstrated experience managing assigned projects within the approved scope and agreed upon schedule and budget expectations including creativity in managing difficult schedule and budget challenges toward successful resolution.
* Demonstrated financial management skills necessary to prepare, manage, oversee, track, and monitor detailed project budgets, analyze funding allocations, evaluate independent cost estimates, and review, track and approve payment requests.
* Demonstrated experience and proven ability procuring, selecting and managing consultants and contractors including maintaining compliance with the contract documents, scope of work, permitted plans, schedule, and budget.
* Demonstrated leadership and management skills with proven ability to organize and manage teams, including internal design and operations staff, external contractors and technical consultants.
* Advanced skills and knowledge in the project cost estimating including creation of independent estimates and ability to analyze and review those submitted by others.
* Thorough analytical skills required to ensure adherence to requirements and assure a high level of quality control. Detail oriented to accurately review contracts and other documents necessary to successfully deliver assigned tasks and projects.
* Ability to effectively apply standards, guidelines, processes, procedures and terminology specific to the California State University. To include the ability to conduct appropriate research and exercise independent judgment as necessary to ensure assigned projects are managed appropriately.
* Ability to read and understand proposals, plans, blueprints, process drawings, contracts, purchase orders, and specifications for all phases of construction.
* Experience effectively using personal computer software and electronic communications including digital graphic software for presentations, CAD drafting systems, geographical information systems (GIS), computer-based design and architectural applications, and complex project scheduling and analytical applications.
* Ability to implement a customer (constituent) service approach, with a commitment to high ethical standards and to present work to a wide variety of audiences.
* Ability to take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
* Ability to effectively interpret, organize and present information, ideas and concepts in written or presentation format and use consultative, collaborative and facilitation skills to obtain decisions required to move forward toward implementation.
* Ability to establish and maintain effective working relationships with other departments and individuals within the University as well as serve as a liaison to the campus, outside agencies, and community. Ability to collaboratively work with representatives within the campus and public/private entities and handle potentially sensitive or confidential situations appropriately. To include demonstrated consultative skills in working with internal and external constituent groups.
* Ability to communicate effectively and work harmoniously with a wide variety of individuals and organizations directly and indirectly involved with projects and/or assignments. Work often involves contacts with a variety of individuals requiring active problem solving and effective interpersonal skills.
* Ability to recognize and accommodate changing priorities, meet short and long term deadlines/goals, complete routine tasks despite intermittent interruptions, managing multiple tasks, and working proactively to avoid crisis and backlog.
* Ability to initiate, establish, and foster a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population and with those from various cultural backgrounds.
* Ability to operationalize sustainability concepts (economic, social, environmental justice) into all aspects of job duties.
* Possession of a current California driver’s license and ability to maintain an appropriate driving record as required to allow operation of motorized vehicles for University-related business.
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## CASH HANDLING

| Does this position handle cash? |
| --- |
| No |

## NON-STUDENT POSITIONS MANAGED/LED BY INCUMBENT (if applicable)

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| --- | --- |
| **Position Number** | **Classification/Working Title (to insert additional rows, click Tab in the last row)** |
| N/A | N/A |

## PHYSICAL DEMANDS and WORK ENVIRONMENT (include alternate work schedule when applicable)

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| Describe the physical demands required of this position (e.g. lifting, sitting, standing) and the work environment (e.g. typical office environment, moderate noise level). If this position will work an alternate schedule (not M-F, nights, weekends) please include details. |
| The selected candidate must pass a background check that includes review of criminal history in addition to review of other areas such as education, licenses, certifications, driving record, etc.,.The position works in a wide variety of environments including both a typical office as well as a facility/building and construction-oriented environment. The position requires: 1) the ability to sit for prolonged periods of time, 2) ability to lift, carry, push, or pull up to 25 pounds occasionally as well as handle large project drawings sets and binders, 3) ability to sit, stand, walk, crawl, or climb, and use required personal protective equipment to conduct investigations, inspections, or view work in place in environments typical to a construction site, 4) ability to sustain exposure to dusty, noisy construction environments and inclement weather as necessary to carry out assigned duties and responsibilities, 5) ability to climb to a height in excess of thirty feet, and 6) ability to drive to locations of work. Work may involve exposure to open trenches, noise, falling hazards, confined spaces, and hazardous materials such as lead and asbestos.Individuals in this position must be able to operate and use the following typical equipment: 1) passenger vehicles, trucks, and carts, 2) computers, printers, copiers, scanners, projectors, or other technology, 3) non-electronic equipment typical to an office environment, 4) Ladders and other means of access such as personnel lifts, 5) GIS and other measuring and inspection devices, and 6) personal protective equipment typical to the construction and development industry.In general, the position works a consistent schedule, Monday- Friday from 8:00 a.m. thru 5:00 p.m. Business needs may occasionally require evening and weekend hours in order to ensure assigned tasks and duties are completed as well as the ability to travel as required to conduct University business. The position also responds to campus emergencies as necessary to assist the campus in managing such. Hybrid work modalities are allowed under conditions approved by the appropriate administrator provided management supervision is on-site for those staff members whose work must be performed on campus property and the incumbent’s performance meets expectations for goal achievement and performance. |

## QUALIFICATIONS

| **Minimum Qualifications**(for non-MPP positions, UP will complete this section) | **Preferred Qualifications**(used for recruitment purposes only) |
| --- | --- |
| **Education**: * Bachelor's degree in architecture, engineering, real estate development, construction management, business or a related field OR which may be obtained through equivalent experience such as might be attained through five years of project management.
 | **Education**: Although not required, one or more of the following qualifications are preferred:* Professional license in architecture, mechanical, electrical, or civil engineering.
* LEED AP certification as granted by the US Green Building Council
* Certified Access Specialist as granted by the Department of the State Architect
* Project Management Professional (PMP) certification as granted by the Project Management Institute.
* Certifications for code-related inspections as issued by the International Code Council
 |
| **Experience**: * Five years of demonstrated project management experience in a lead role for all phases of complex construction projects delivered within budget and schedule requirements.

 | **Experience**: Although not required, one or more of the following are preferred:* Six or more years of demonstrated project management experience in a lead role for all phases of complex real estate development or capital construction projects.
* Two years of experience/training in one or more of the following areas: construction project management, cost estimating, scheduling and schedule analysis, contract management, and/or financial analysis/management.
* Demonstrated experience managing large scale construction projects for a State facility, College or University, or other multi-facility commercial complex.
* Experience working in a University setting.
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## SIGNATURES (Enter names only; Signatures will be obtained when UP finalizes position description)

|  |  |  |  |
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| EmployeeName/Signature: |  | Date Signed: |  |
| Appropriate Administrator Name/Signature: |  | Date Signed: |  |
| University Personnel Name/Signature: |  | Date Signed: |  |

# This form to be filled in only if this is a new position or if the JHA needs to be revised on a current position.

# [Things to consider when filling out this JHA form.](https://www.sjsu.edu/up/docs/job-hazard-analysis-considerations.pdf)

| **Job Title** | **Job Code** |
| --- | --- |
| Senior Construction Manager | 3312 |
| **Department** | **Supervisor** |
| Design & Construction | Traci Ferdolage (temporary) |
| **Date** | **New JHA** | **Revised JHA** |
| 02/20/2024 | Yes |  |
| **Location where tasks are performed:**  |
| Main Campus  |[x]  South Campus  |[x]  Buildings: | All campus properties, owned or leased, where projects take place. |
| **Analysis Performed by** | **Reviewed by** | **Date** |
| Traci Ferdolage | Matt Nymeyer | 2/21/24 |
|  |
|  | **Tasks** (list one task per row) | **Tools/Equipment Used** | **Hazards** | **Controls** |
| 1. | Office Based Work | Computer, copier, printer, scanner, phone | Hand and eye fatigue | Breaks in work assignments, ensuring office desking is set up ergnomically |
| 2. | Field Based Work | PPE as required for the assignment, carts, ladders, and small tools/equipment | Slips, trips, falls, eye hazards, foot hazards, falling hazards | Use of PPE including hard hat, vest, protective eye gear, appropriate footwear, etc.,.  Pre-visit understanding of the site and its potential hazards |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
|  |
| **Check all hazards associated with job code:** |
|[ ]  Chemical |[x]  Hazardous materials (lead, asbestos, etc.) |[ ]  Radiological (ionizing) |
|[ ]  Confined space |[ ]  Hoisting |[ ]  Radiological (non-ionizing) |
|[ ]  Fire |[ ]  Hot work (spark generating) |[x]  Heat illness/temp extremes |
|[ ]  Elevated work |[ ]  Material handling/lifting |[x]  Covid-19 |
|[x]  Ergonomics (office) |[x]  Elevated noise > 85dB |[ ]  Biohazard |
|[x]  Driving (carts) |[ ]  Hazardous atmospheres |[ ]  Other: |       |
|[x]  Slips, trips, falls |[ ]  Arc flash |[ ]  Other: |       |
|[ ]  Stored energy LOTO |[ ]  Mobile industrial vehicle |[ ]  Other: |       |
|  |
| **Personal Protective Equipment Associated with Job Code** |
| Are there minimum requirements for working in the affected area(s)? |
|[ ]  No |[x]  Yes | (if yes, check all that apply) |
|[x]  Eye protection |[x]  Steel toed boots |[ ]  Chemical resistant gloves |
|[ ]  Face shield |[x]  Leather gloves |[x]  Face mask (COVID-19) |
|[x]  Fall protection |[x]  Hard hat |[ ]  Other: |       |
|[ ]  Welding shields |[x]  Hearing protection |[ ]  Other: |       |
|[x]  Reflective vest |[ ]  Arc rated clothing |[ ]  Other: |       |
|  |
| **Training Assigned:** |
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|  | Employee orientation and on-boarding training as well as typical CSU required trainings. FD&O standard workplace safety training, IIPP training, campus construction safety program training, OSHA 10 hr construction safety training, campus supervisor/manager training series. CSU planning, design and construction training. |  |
|  | Additional training needed? |  |
|  |       |  |
|  |  |  |