

Job Template: Planning, Design, and Construction Assistant Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Assistant Project Manager
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F12000

P5: Level Standards

GENERAL ROLE

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of specialization.
- Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by office/departmental policy and procedures.

→ *Job Controls*

- Free to plan and carry out all phases of work assignments.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues tend to be operational in nature.

→ *Course of Resolution*

- Identifies issues and gathers facts.

Job Template: Planning, Design, and Construction Assistant Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Assistant Project Manager
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F12000

- Must understand the smallest details of an assigned area.

→ Measure of Creativity

- Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect a department or a project outcome with department/office impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Planning, Design, and Construction Assistant Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Assistant Project Manager
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F12000

Job Template

GENERAL SUMMARY

Coordinates assigned phases of capital project development, including planning, design and/or construction at the University. Executes project scope, design, schedule, and budget with the guidance of a Project Manager or Senior Project Manager.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under the direction of a Director in the capacity of planning, design, and/or construction for an area of specialization. Receives functional leadership from a Project Manager or Senior Project Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Monitors budgets based on project requirements, provides support and participates in developing or monitoring assigned components of capital budget requests for projects.
- Participates in meetings with University stakeholders, internal department staff, and outsourced design and/or construction professionals for administered projects.
- Organize and compile planning and/or design documents for the administered projects within the specialty area.
- Coordinates and participates in contract administration and construction activity of small- to mid-sized projects from pre-construction, through the bidding and procurement phase, to construction completion and acceptance.
- Ensures code compliance and quality assurance of all assigned projects related to planning, design, and/or construction management.
- Serves as a resource in matters regarding project scope, design, planning, budget, cost analysis, schedule, and/or regulatory compliance issues.
- Monitors the accuracy, quality, quantity, and timeliness to meet project milestones and objectives.

Job Template: Planning, Design, and Construction Assistant Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Assistant Project Manager
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F12000

- Monitors the quality of work, safety, budget, and timely completion of construction projects, in accordance with University and department policies, procedures, and priorities.
- Facilitates necessary communication and coordinates with University departments to ensure uninterrupted continuity during all project phases on matters related to department-specific interests and scopes of responsibility (i.e. parking, police, environmental, etc.)
- Leads and directs the work and activities of any assigned staff, understanding how processes, resources, and people all fit together.
- Conducts research and analysis to develop plans and technical reports, especially when in the role of planning or design management.
- Reviews and interprets technical, environmental, economic, and legal information if required by the administered project, especially when in the role of design or construction management.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Six years of related experience in planning, design, or construction management.

COMPETENCIES

Knowledge of:

- Architectural services, landscape architecture, and/or utility engineering
- Mechanical, Electrical, Plumbing, and Fire Protection engineering in buildings and infrastructure systems
- Project management during planning, design, or construction phases of projects
- Building and professional codes
- Connections between processes, resources, and stakeholders and how they impact each other
- Microsoft Office and related software applications

Job Template: Planning, Design, and Construction Assistant Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Assistant Project Manager
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: F12000

Skill in:

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Maintain records and produce complex reports
- Oversee the design and interpret blueprints and specifications
- Monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objectives
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Understand project design documents, specifications, details, and shop drawings
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Planning, Design, and Construction Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Project Manager
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F12001

P6: Level Standards

GENERAL ROLE

This level is accountable for serving in a highly advanced capacity in an area of specialization. The advanced resource capacity must be distinct from the regular or most common provision of work within the area of specialization. Positions are not reflective of the majority of the workforce, but instead the most advanced functions within an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise
- Set goals and objectives for team members to meet project initiatives and standards
- Distribute project work
- Evaluate and monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objects

DECISION MAKING

→ *Supervision Received*

- Works under direction
- Seeks supervisory approvals when significant changes to process steps are considered and additional resources for task completion are required

→ *Context of Decisions*

- Decisions are driven by departmental policy and procedures
- Incumbents understand the smallest details of a circumscribed area

→ *Job Controls*

- Freedom to plan and carry out all phases of work assignments, which include the oversight of project staff
- Given the latitude to make daily operational project decisions

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms
- Variables affecting the problem are generally known

Job Template: Planning, Design, and Construction Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Project Manager
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F12001

→ *Course of Resolution*

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area

→ *Measure of Creativity*

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together

SCOPE AND MEASURABLE EFFECT

- Incumbents serve as a lead over major projects within a specific administrative/programmatic function or specialty area requiring specialized education
- Actions regularly affect a department or an office centric outcome with departmental impact
- Incumbents' actions generally have a direct impact on controlling such things as nature of work and scope of services
- Incumbents' actions may have high risk financial, compliance, political or safety implications
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Planning, Design, and Construction Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Project Manager
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F12001

Job Template

GENERAL SUMMARY

Manages one or several phases of capital project development, including planning, design and/or construction at the University. Ensures project scope, design, schedule, and budget are being adhered to and adjusted when necessary to meet University requirements for primarily small to mid-sized building, infrastructure, and site-improvement projects.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under the direction of a Director in the capacity of planning, design, and/or construction for an area of specialization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Develops or monitors budgets based on project requirements, assisting with developing or monitoring capital budget requests for projects related to small and mid-sized renovations and new buildings, deferred maintenance, interior fit-outs, site work, and utility and/or infrastructure projects.
- Accountable for aspects of project management on small to mid-sized building, site, and utility renovations and/or installations during the planning, design, construction and/or turn-over phases of the project.
- Conducts and runs meetings with University stakeholders, internal department staff, and outsourced design and/or construction professionals for administered projects.
- Oversees the preparation of planning and/or design documents for the administered projects within the specialty area, especially when in the role of planning or design management.
- Coordinates and oversees contract administration and construction activity of small to mid-sized projects from pre-construction, through the bidding and procurement phase, to construction completion and acceptance, especially when in the role of construction management.
- Ensures code compliance and quality assurance of all assigned projects related to planning, design and/or construction management.
- Serves as a resource and project leader in matters regarding project scope, design, planning, budget, cost analysis, schedule and/or regulatory compliance issues.

Job Template: Planning, Design, and Construction Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Project Manager
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F12001

- Monitors the quality of work, safety, budget and timely completion of construction projects, in accordance with University and department policies, procedures and priorities, especially when in the role of construction management.
- Facilitates necessary communication and coordinates with University departments to ensure uninterrupted continuity during all project phases on matters related to department-specific interests and scopes of responsibility (i.e. parking, police, environmental, etc.)
- Leads and directs the work and activities of any assigned staff.
- Conducts research and analysis to develop plans and technical reports, especially when in the role of planning or design management.
- Reviews and interprets technical, environmental, economic, and legal information if required by the assigned project, especially when in the role of design or construction management.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Eight years of related experience in planning, design, or construction management of small to mid-sized projects.
- Professional registration and/or required licenses and/or certifications in the appropriate discipline may be required.

COMPETENCIES

Knowledge of:

- Architectural services, landscape architecture and/or utility engineering
- Mechanical, Electrical, Plumbing and Fire Protection engineering in buildings and infrastructure systems
- Project management during planning, design, or construction phases of projects
- Building and professional codes
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Troubleshooting

Job Template: Planning, Design, and Construction Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Project Manager
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F12001

- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Maintain records and produce complex reports
- Oversee the design and interpret blueprints and specifications
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Understand project design documents, specifications, details, and shop drawings
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Planning, Design, and Construction Senior Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Senior Project Manager
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: F12002

P7: Level Standards

GENERAL ROLE

This level is accountable for serving in an expert resource capacity in an area of specialization. These positions are not reflective of the majority of the workforce, but instead the most complex functions within an area of specialization

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise
- Provide analytical, technical, and advisory support to leaders and decisions makers within the same disciplinary track
- Lead projects or initiatives within the specific area of expertise, to include leading vendors or cross functional departments or teams
- Research and apply better ways to effectively achieve end results by, for example, arranging/re-arranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities as needed
- Set project objectives, immediate and/or long term, as a means to fulfill project initiatives

DECISION MAKING

→ *Supervision Received*

- Works under general direction
- Seeks assistance only when unique situations arise, coupled with financial impact to the division and political consequence

→ *Context of Decisions*

- Work is focused on and regulated by specific department/division goals and milestones

→ *Job Controls*

- Generally can act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the department and division objectives and missions
- Subject to supervisory controls through conferences, review of reports, and occasional on-site visits or check-ins

Job Template: Planning, Design, and Construction Senior Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Senior Project Manager
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: F12002

- Supervisory controls are exercised on the incumbent for matters of intermediate and long-range planning, budgetary and human resources based matters

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Problems are unique and unexpected
- Challenges for problems arise due to lack of precedent

→ *Course of Resolution*

- Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches with broad impacting effects
- Problem resolution should regularly require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division

→ *Measure of Creativity*

- Incumbents are regularly required to develop new methods/methodology for evaluation and implementation plans for new initiatives

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, Departmental and University administrators, and the campus community as a whole

SCOPE AND MEASURABLE EFFECT

- Incumbents serve as an expert on specific subject matter evidenced by regularly researching and producing reports (e.g., white papers) on technical matters of systematic importance and consulting with managers throughout the Division/University on specific issues in the position's area of expertise
- Actions regularly affect a departmental outcome with division wide impact

Job Template: Planning, Design, and Construction Senior Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Senior Project Manager
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: F12002

- Incumbents' actions have a direct impact on controlling such things as project scope, team size and nature of assignments, operating budget, etc.
- Incumbents' actions may have high risk financial, compliance, political or safety implications
- Performance results tend to be related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Planning, Design, and Construction Senior Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Senior Project Manager
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: F12002

Job Template

GENERAL SUMMARY

Manages one or several phases of capital project development, including planning, design and/or construction at the University. Ensures project scope, design, schedule and budget are being adhered to and adjusted when necessary to meet University requirements for primarily major or large building, infrastructure, or site improvement projects.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under general direction of a Director. Serves in a highly advanced capacity in a planning, design, and/or construction area of specialization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Develops or monitors budgets based on project requirements, assisting with developing or monitoring capital budget requests for projects related to large and major renovations and new buildings, deferred maintenance, interior fit-outs, site work, and/or utility and infrastructure projects.
- Accountable for aspects of project management on comprehensive major and minor building, site, infrastructure and utility renovations and new construction of large, complex projects during the planning, design, construction and/or turn-over phases of the project.
- Oversees the preparation of design documents, plans, and specifications of projects within specialty area relative to major building renovation, deferred maintenance and/or new construction projects, especially when in the role of planning or design management.
- Coordinates and oversees contract administration and construction activity of large complex projects from pre-construction, through the bidding and procurement phase, to construction completion and acceptance, especially when and if in the role of construction management.
- Performs reviews of programs, plans, design documents, and specifications for all phases of planning, design, and/or construction, including the oversight of the planning, design and/or construction process, especially when in the role of planning or design management,.
- Conducts and runs meetings with University stakeholders, internal department staff, and outsourced design and/or construction professionals for all administered projects.

Job Template: Planning, Design, and Construction Senior Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Senior Project Manager
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: F12002

- Serves as a resource and project leader in matters regarding project scope, design, planning, budget, cost analysis, schedule, and regulatory compliance issues.
- Monitors the quality of work, safety, budget, and timely completion of projects, in accordance with University and department policies, procedures and priorities, especially when in the role of construction management.
- Facilitates necessary communication and coordinates with University departments to ensure uninterrupted continuity during all project phases on matters related to department-specific interests and scopes of responsibility (i.e. parking, police, environmental, etc.)
- Leads and directs the work and activities of any assigned staff.
- Provides input concerning the updating of the Master Plan and the Utilities Master Plan, especially when in the role of planning or design management.
- Conducts research and analysis to assist in the development of plans and technical reports, especially when and if in the role of planning or design management.
- Reviews and interprets technical, environmental, economic, and legal information if required by the assigned project, especially when and if in the role of design or construction management.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- 12 years of related experience in planning, design, or construction management of capital projects. Two (2) years of experience must be in the planning, design and construction of large, complex construction projects.
- Professional registration and/or required licenses and/or certifications in the appropriate discipline may be required.

OR

- Master's degree in related field.
- 10 years of related experience in planning, design, or construction management of capital projects. Two (2) years of experience must be in the planning, design and construction of large, complex construction projects.

Job Template: Planning, Design, and Construction Senior Project Manager

Occupational Group	Institutional Operations
Job Family	Capital Planning and Construction
Job Path	Planning, Design, and Construction
Job Title	Planning, Design, and Construction Senior Project Manager
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: F12002

- Professional registration and/or required licenses and/or certifications in the appropriate discipline may be required.

COMPETENCIES

Knowledge of:

- Architectural services, landscape architecture and/or utility engineering
- Mechanical, Electrical, Plumbing and Fire Protection engineering in buildings and infrastructure systems
- Project management during planning, design or construction phases of projects
- Building and professional codes
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Maintain records and produce complex reports
- Oversee the design and interpret blueprints and specifications
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Understand project design documents, specifications, details, and shop drawings
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management