About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

About Capital Programs:
The Capital Programs Division provides high quality services in the areas of Capital Resource Management, Capital Finance, Real Estate, Architecture, Engineering, and Sustainability. The Capital Programs Division is responsible for the development of the Capital Improvement Program, physical planning for the campus, and campus-wide space management and inventory; lease and license administration (office, cell sites, ATM's, etc.); public/private joint ventures (third-party development); acquisition and disposition of real property; the Faculty Housing Program; the Mortgage Origination Program; and providing the Riverside campus with a physical environment which supports the teaching, research and public service goals of the University.

Essential Functions:
Under supervision from the Director of Contracts Administration & Document Control, the Construction Administration Coordinator is responsible for receipt and analysis of construction, design professional, and consultant documents for compliance with contract requirements, and providing administrative support to the Capital Programs Department.

The Capital Programs Department is responsible for the planning, programming, design and construction of new buildings, renovation of existing buildings, renewal of building systems and facilities and deferred maintenance and seismic retrofit projects of the University of California, Riverside. Capital Programs employs approximately 35 staff members who support the planning, programming, design and construction, inspection, and engineering of the physical environment for the University. Capital Programs manages an inventory of approximately $300 million in active capital projects and has an annual operating budget of approximately $2.6 million.

Key Responsibilities Include:
- Analyze construction administration documents and submittals by ensuring compliance with contract requirements upon receipt of the following: schedules; construction reports; logs; applications for payments; requests for information; field orders; change order requests; inspection requests; daily inspection reports; shop drawing-product data-sample submittals; requests for product substitutions; as-built documents; maintenance and operations manuals; warranty certifications and project closeout documents; and all other construction administration related documents.
- Evaluate and review consultant and design professional submittals for compliance with contract requirements, which include: schedules; design professional drawing and specification submittals; consultant reports and other submittals; applications for payments, requests for information, amendment requests, and all other consulting and design professional related documents.
- Monitor consulting, design professional, and construction contract documents and submittals to ensure required approvals were received. Assist project managers in submitting requests for new contracts to Capital Finance & Real Estate for processing.
- Conduct due diligence review of construction contractor, consultant, and design professional amendment and change order requests to verify validity of requested contract changes. Maintain internal and external amendment and change order request logs for budget tracking and project management reports and recommendations. Assist project managers in submitting valid contract and amendment and contract order requests to Capital Finance & Real Estate for processing.
- Prepare correspondence and report irregularities. Track changes and return of resubmittals form consultants and design professionals.
- Maintain warranty records for projects. Verify and coordinate warranty related repairs. Verify damages are a warranty item. Identify contractor or sub-contractor responsible for warranty/guarantee. Coordinate repairs with Customer, Trades and contractor. Work with Contracts as necessary.
- Assist in coordinating project close-out. Transfer of Record Documents, operations and maintenance documents, and warranty information to Physical Plant.
- Assist in construction meetings. Assist with maintaining record documents and posting as-built information.
- Maintain professional communications and decorum with University students, faculty, staff, public visitors, business contacts, and University's managers and senior administrators, including those from other University of California Campuses and the Office of the President.
- Monitor and maintain Builder's Risk policy and University Controlled Insurance Program (UCIP) policy coverage for construction projects.
Key Responsibilities continued:

- Ensure contractor and UCIP insurer provide required submittals to University. Track UCIP submittals.
- Maintain Builder's Risk and UCIP loss documents.
- Prepare Builder's Risk and UCIP correspondence and reports.
- Other administrative duties as assigned.
- Perform special assignments and other duties as assigned.

尼斯Minimum Requirements:

- Education and/or experience equivalent to an Associates degree in business administration, construction management or related field, and 2 years experience performing administrative functions.
- Experience analyzing public works projects, familiarity with construction trades and design and construction terminology to ensure compliance with contract requirements.
- Experience in conducting due diligence review of contract amendments and change order request, construction and consultant reports, applications for payments, field orders, inspection requests, schedules, daily inspection reports, as-built documents, maintenance operations manuals, and other construction administration, consulting and design professional related documents.
- Experience in producing reports for project management; maintenance of records; and understanding the close-out process for construction projects.
- Experience in interpreting and applying established policies and procedures for public works projects.
- Experience in providing exceptional customer service and working as part of a team to achieve mutual department objectives and goals; strong interpersonal and communication skills (both oral and written) to interact diplomatically and professionally with students, faculty, staff, customers, business contacts, and University managers and senior administrators, including those from other University of California Campuses and the Office of the President; and establishing professional relationships and interacting effectively with individuals from diverse backgrounds.
- Knowledge of trades and experience in coordinating services and working with a facility maintenance and operations staff using and electronic work order system.
- Excellent computer skills with proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Project, and Visio), Adobe Acrobat 9 Professional, Internet Explorer, and document scanning technology; and experience in using internet and other on-line tools to assist in completion of job functions.
- Ability to prioritize and to use appropriate judgment (i.e. when to contact supervisor with questions and report irregularities) within scope of assignment.
- Ability to maintain confidential records, correspondence, and other documents and information.
- Ability to work effectively in a fast-paced, critical deadline driven environment with frequent interruptions; adapt to changes in priorities; complete multiple tasks in a timely and accurate manner; shift directions in a high volume production environment; have excellent organizational skills; ability to accept assignments and direction from more than one individual; and ability to establish systems to effectively track and organize information.

尼斯Preferred Qualifications:

- Bachelor's degree in business administration, construction management, or related field, and experience in performing administrative analysis and problem solving concerning public works design and construction contracts and procurement, or an equivalent combination of education and experience.
- Experience in working at a college or university.
- Experience in all phases of project design and construction with an emphasis on contract management.
- Working knowledge of University of California contract forms, purchase orders, policies and procedures, specifically the UCOP Facilities Manual and UCOP processes related to planning, design and construction for capital projects.

尼斯Conditions of Employment:

This is a full-time 18 month contract position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is $36,500 - $55,661. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

尼斯Benefits of Belonging:

We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website At Your Service:

尼斯Application Instructions:

To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website http://jobs.ucr.edu and selecting the browse jobs link. Construction Administrative Coordinator position number is 201211035635.

尼斯Filing Date:  Open Until Filled