UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

PROJECT MANAGER (2 YEAR CONTRACT)

❖ 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 office of Design and Construction manages the programming, design and construction of new and remodeled major and minor capital projects, with an active project load of over $825 million. Under general direction of the Assistant Vice Chancellor this position is accountable to the campus to provide projects that are on schedule, within budget, high quality, sustainable, cost effective, and appropriate to the client's needs.

The Project Manager organizes, plans, and controls the design and construction effort. This may involve selecting professional design staff, coordinating the activities of clients, design professionals (architects, engineers, etc.) contractors, inspectors and others associated with the project; monitoring project progress, cost and quality; resolving problems that arise in the project, working with state agency officials to ensure compliance and safety; communicating with project stakeholders regarding program, budget, schedule and construction impact and completing and warranting the project to department and University specifications.

❖ Essential Functions:

Project Management

❖ Accountable for delivering multiple complex capital construction projects on schedule and within project budget on campus. Manage projects from the programming phase through design, construction, occupancy and warranty. Coordinate all project activities with the operations of the Campus stakeholders. Act as official University Representative in relationships with contractors, architects, engineers, reviewing agencies, the campus community, and the public.

❖ Directly responsible for the development and management of project budgets. Prepare detailed project budgets within established guidelines. Prepare documents for budget and funding approval. Monitor and control expenditures within the approved budget throughout the course of each project.

❖ Directly responsible for the development and management of project schedules. Prepare detailed project schedules for approval. Throughout each project, monitor and control all project tasks to meet approval deadlines and to complete the project on schedule.

❖ Directly responsible for the organization and leadership of each project team, including University staff and independent consultants and contractors. Prepare consultant contracts and authorizations in close coordination with the office of Architects and Engineers, Director of Contracts. Establish priorities, ensure adherence to policies and procedures, evaluate work for performance to contractual agreements and approve payments.

❖ Directly responsible for coordination of and approvals by the Associate Vice Chancellor and Executive Director of Architects and Engineers, building committees, campus planners, campus departments reviewing agencies and funding authorities.

❖ Initiate and oversee independent reviews of design and construction documents for adherence to applicable codes, ADA compliance, program, campus design standards, and funding agency requirements. These include independent cost estimates, value engineering, document review, and constructability review.

❖ Evaluate and define the project's working criteria including mitigation of hazardous materials, phasing of work, and fire and life safety requirements, and ensure that these criteria are contained in the construction documents.
Essential Functions continued:

- Oversee preparation of bidding documents by design professionals, coordinating bidding process with contracts staff in conformance to University policies and procedures, and incorporate relevant changes resulting from independent reviews.

- Directly responsible for administration of construction contracts, including communications with the contractor final approval of submittals, and negotiation and approval of change orders and payment requests. Represent the University on site along with Director of Quality and Inspection, monitor contractor operations for conformance to contact documents and applicable codes and laws, monitor work of inspectors and testing agencies, and actively assist contractor and the design team in the resolution of technical and procedural problems.

- Review and approve contractor's proposed construction schedule. Independently monitor the contractor's construction schedule, and enforce the general conditions of the contract when contract schedule is not met.

- Stay abreast of construction industry in order to provide input to the AVC and Senior Management as to potential modifications to the project in order to respond to current and forecasted construction market conditions.

- Initiate claims, disputes and other matters in question among the owner, contractor, and architect relating to the execution or progress of the work.

- Manage and inform other UC departments of construction impacts and/or utility shutdowns or other services, i.e. Facilities Management, UC Police Department, Transportation and parking, EH&S, etc.

- Collaborate with the inspector of Record to assure inspection and testing of critical stages of construction for compliance with the California Building Code (Title 24).

- Ensure that all applicable projects adhere to the UC Green Building Policy, specifically the principals of energy efficiency and sustainability in the planning, financing, design, construction, renewal, maintenance, operation, space management, facilities utilization and decommissioning of facilities and infrastructure to the fullest extent possible.

- Responsible for advising campus departments, design professionals, and general contractors in the implementation of sustainable features for appropriate projects.

- Ensure that each project is evaluated against the LEED baseline scorecard per the latest requirements of the United States Green Building Council (USGBC). Ascertain that the baseline points are pertinent to the project and that the project obtains an additional number of points in the USGBC rating system to achieve, at a minimum, LEED Silver certification. Promote decisions throughout the course of the project in order to achieve these goals.

- Responsible for obtaining sustainability documentation to successfully achieve LEED certification of the facility at a minimum "Silver" level with USGBC. Ensure that this documentation is files in the Master File and with Office of the President.

- Participate in the thorough operational and performance testing (commissioning) of all building systems. This includes but not limited to HVAC, electrical systems, health, fire and safety systems, diagnostics; elevators; communications and information technology. Ensure that all engineering parameters and goals are met. Verify that all systems are in operational compliance with the campus energy management system. Coordinate user groups and Facilities Management training and familiarization of building systems.

Technical

- Ensure inspection program documentation is administered, in accordance with legal and regulatory requirements, UCR, and UCOP policies by:

- Ensure consistent accounting and tracking of project budgets and to manage the budget forecasting of all assigned projects. Monitor and have thorough daily knowledge of the fiscal condition of each project assigned. Monitor and understand the construction schedule; deal effectively with potential delay claims and other schedule driven problems. Create and Maintain overall project schedule; work with all associated general contractors and subcontractors to adhere to the current schedule. Negotiate, monitor and analyze all cost proposals for contractors. Understand and manage Primavera P6 and Primavera Contract Manager enterprise capital management system for each assigned project. Monitor all change order requests, RFIs, project submittals and other important project related documentation and their effect on the projects budget.

- Understand and be conversant in the various codes applicable to university projects. Negotiate code related issues. Manage the preparation and timely submission of University, State and regulatory submissions necessary for the approvals of projects.

Minimum Requirements:

- California Architectural License or California Licensed Engineer.

- College degree in Architecture or Engineering and a minimum of five years of experience in architectural work, including three years of responsible planning and designing of major structures or an equivalent combination of education and experience.

- Leadership and managerial skills necessary to simultaneously direct several large professional teams working on unique and technically difficult projects in a complex administrative environment.
Minimum Requirements continued:

- Ability and knowledge to provide technical advice on construction practices, methods and procedures, and to prepare drawings and specifications for major building projects.

- Demonstrated experience managing or participating in large multi-component developments that delivered completed buildings and site development on time and within budget.

- Skill to effectively negotiate terms, conditions and costs related to design professional contracts and construction change orders.

- Ability to initiate and maintain cooperative relationships with people from diverse backgrounds including University personnel and the public. Skill, ability, or life experience to contribute as a team player.

- Superior interpersonal, oral communications, and negotiation skills to establish and maintain effective and cooperative relationships with faculty committees, campus and university administrators, campus departmental stakeholders, permitting agencies, budget and funding authorities, architectural and engineering consultants, contractors, and suppliers.

- Superior written communication skills to prepare clear, concise and professional reports and correspondence.

- Working knowledge of current project and construction costs and experience with industry standard cost estimating systems. Financial skills to prepare, monitor, and manage detailed project budgets, evaluate independent cost estimates, and review and approve payment requests.

- Working knowledge of standard design and construction sequences and durations necessary to prepare, monitor, and manage detailed project schedules.

- Working knowledge of architectural, engineering, and construction practices. Familiarity with California and applicable building codes and regulations; and professional design experience to effectively direct and review the preparation of design and construction documents, review and approve contractor submittals, and to effectively resolve field problems during construction.

- Construction administration experience and skills to monitor contractor operations for conformance to contract documents and applicable codes, review and negotiate contractor claims, oversee work of inspectors and testing agencies, and actively assist contractor and design team in the resolution of technical and procedural problems.

- Familiarity with design and construction contracts, contract law, public contracting code, and construction claims procedures. Ability to draft modifications to standard agreements consistent with Regental Policy and in coordination with legal counsel.

- Knowledge of Division of State Architect (DSA), and State Fire Marshal (SFM) code and policy requirements for higher educational construction.

- Excellent computer skills and knowledge of various computer software programs including but not limited to MS Word, Excel, PowerPoint, Outlook and Outlook calendar, and construction project management software.

- Ability to gain thorough knowledge of UC Green Building and Clean Energy policies and procedures.

Preferred Qualifications:

- Prior work experience as a project manager on large scale buildings with an institute of higher education.

- Related experience and/or knowledge of University of California Capital Building Programs.

- Related experience and/or knowledge of U.C. Policy and Procedure related to facilities, planning, design and construction.

- Related experience with complex large-scale institutional residential projects.

- Proficiency in Primavera 6 and/or Primavera Contract Manager software for use in construction project management.

- LEED Accrediation.

Conditions of Employment:
This is a full-time, 2 year 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 $58,789 - $91,015. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

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: http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

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. Senior Project Manager position number is 201302287147.

Filing Date: Open Until Filled