

Job Level	Construction Project Manager	Pro/Pro Management Level I
Oversight Received	<ul style="list-style-type: none"> * Describes the beginning project manager that manages the design and construction of numerous types of projects. * Manages the people, schedule, budget and scope of smaller construction projects. 	<ul style="list-style-type: none"> ▪ Works with close oversight of project/program accomplishments
Problem Solving	<ul style="list-style-type: none"> * Projects are conducted simultaneously and cover a wide variety of design & construction disciplines, including architectural, civil, structural, mechanical, electrical, electronic, and landscape architecture. * Construction projects include new construction, renovation, remodel, control maintenance, and capital construction. The position's purpose is to ensure that stated project objectives are achieved from pre-construction (design) through construction and closeout with minimal disruption to other University activities and function. * Determine project strategies to be used in contracting, budgeting, scheduling, change authorization, resources, procurement, and overall planning for all aspects of construction projects. Phasing projects with multiple funding to strategically coincide with milestones within construction 	<ul style="list-style-type: none"> ▪ May provide recommendation on analysis, project identification, design, communication, and integration for program ▪ Identifies and escalates potential project/program hurdles and pitfalls
Interaction/ Communication	<ul style="list-style-type: none"> * Negotiates terms and conditions of contracts and proposed changes with the project team including architects, engineers, and contractors. Acting as the University's Representative, decides whether invoices and pay applications from project members accurately reflect progress of services rendered and materials on site. * Coordinate the client's goals to align with the University's goals. * Insure design consultant follow requirements of CSU Construction Standard. * Acquire Code Compliance and local Fire Department approvals of the project design. * Issue bid advertisements or Documented Quotations * Conduct pre-construction conference. Review and approve Schedule of Values, Sub contractor list, and construction schedule meet the project requirements. Monitor construction progress, attend weekly site meetings and inspections. Verify with design team construction is in accordance with contract documents. 	<ul style="list-style-type: none"> ▪ Single point of contact for programs, initiatives, or projects
University Impact	<ul style="list-style-type: none"> * Assemble project goals and funds available. * Develop budget, cost estimate a schedules with client's input. * Work with clients, occupant representatives, user groups, utilities, and facilities trade shops to insure the prompt completion of the project. Administer policies, procedures, statues, rules, regulations and applicable codes and inspections. 	<ul style="list-style-type: none"> ▪ Impact of projects/programs is short term (within current year) duration ▪ Program participation tends to be elective ▪ Projects/programs may be sub-sets of larger institutional initiatives
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Evaluates options and decides which changes to the scope of work or original contract will best meet the project's objectives and allow the project to be completed in the allotted time periods. Prioritizes changes in order to stay within the projects budget. 	<ul style="list-style-type: none"> ▪ Recommends and administers program budget ▪ Program budget is small

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People
Management

- * Coordinate and recommend approval of change orders. Authorize payment of contractor's pay application.
- * Coordinate any post construction work that falls within the warranty periods with the contractor.

- May have responsibility for up to two support staff FTEs