

Job Level	Project Manager, Housing & Dining Facilities	Proj/Prog Management Level II
Oversight Received	<ul style="list-style-type: none"> * Position reports to HDS Associate Director. * The primary job of Project Manager, HDS Facilities is to serve as the Owner's Representative for projects executed for the Housing and Dining Services organization, * They will serve as an expert resource on construction methods and techniques. 	<ul style="list-style-type: none"> ▪ Works independently with high-level oversight
Problem Solving	<ul style="list-style-type: none"> * The employee will be required to make decisions regarding: Identification of procurement type, between design/bid/build, design build, or variations of the two, with selection of the appropriate next step in the process to drive the project forward on budget and on schedule, Optimal life-cycle cost selection for construction systems (utilities, energy, building envelope, etc.) * The employee will manage and ensure project design and execution is integrated with HDS, Housing and Dining Facilities and Maintenance staff. They will ensure proper execution of project close out phase, including management of FF&E, receipt and distribution of close-out documents, proper operation and maintenance training of HDS staff, archiving record documents, and managing warranty book receipt and response. * Responsible for obtaining and maintaining the HDS commitment to the management plan. Participates in project programming decisions affecting long and short range courses of action for assigned projects. 	<ul style="list-style-type: none"> ▪ Provides recommendation on analysis, project identification, design, communication, and integration of programs ▪ Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls ▪ Manages University-wide programs, initiatives, or projects
Interaction/ Communication	<ul style="list-style-type: none"> * The employee will represent HDS interest via communication and reviews during project design phase. They will coordinate HDS input and review of documents during project design phase. They will attend Owner-Architect-Contractor (OAC) meetings during project construction phase. 	<ul style="list-style-type: none"> ▪ Single point of contact for programs, initiatives, or projects
University Impact	<ul style="list-style-type: none"> * Primary point of contact for HDS for projects assigned. Works with CSU, state, and local government agencies, other external organizations, and higher authorities. 	<ul style="list-style-type: none"> ▪ Impact of programs is medium to long-term duration ▪ Program participation tends to be required
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Serve as the Owner's Representative for projects executed for the Housing and Dining Services organization, ranging in size from \$50,000 to in excess of \$100 Million. The position will facilitate engagement with all business units in Housing and Dining * The employee will be required to develop and continually monitor project scope and budget and work with clients to understand their needs and project goals. * Provides input to the operating budget related to projects assigned. 	<ul style="list-style-type: none"> ▪ Manages program budget ▪ Program budget is small to medium
People Management	<ul style="list-style-type: none"> * This position will not supervise other employees. 	<ul style="list-style-type: none"> ▪ May have people management responsibility for pay reviews, performance management, and resource planning