

Job Level	Facility Planner/Project Coordinator	Proj/Prog Management Level III
Oversight Received	<ul style="list-style-type: none"> * This position functions as a Senior Manager reporting to the Director of Housing Facilities. * The position has duties and responsibilities for developing and implementing strategic and long range capital improvements to meet the goals and objectives for campus housing and University initiatives. * This position is responsible for the oversight and coordination of project designs, development of capital improvements and provides fiscal cost management for initiatives. 	<ul style="list-style-type: none"> ▪ Complete autonomy in work approach
Problem Solving	<ul style="list-style-type: none"> * Position makes decisions with regard to direction and methodology for carrying out complex programs and plans. Multiple mechanisms may/may not exist for a given proposal. This position is expected to formulate the method or methods which best meets programmatic, budget and time schedules. When data or information is complex, incomplete or contains numerous variables, this position develops criteria for evaluating alternatives. * This position establishes annual and long-range labor, material, services and utility budget projections. * The position has signature authority to allocate department funds per established rules and regulations. * Solicits and recommends approval of outside consulting contracts (architectural and engineering) for projects and support services to meet departmental strategic plans. * The work involves new construction, major buildings renovations, site improvements, life and safety systems, utility infrastructure, and life cycle replacements of building elements. 	<ul style="list-style-type: none"> ▪ Develops processes and recommendation on analysis, project identification, design, communication, and integration for programs that require advanced technology or complex concepts ▪ Develops processes, and is able to modify for unique conditions ▪ Directs University-wide programs, initiatives, or projects
Interaction/ Communication	<ul style="list-style-type: none"> * This position receives general information from clients and University administrators with regard to conceptual plans for programmatic changes and support services. * As a Senior Manager, this position provides vision and direction to the Director of Housing Facilities in order to develop tactical and long range strategic initiatives. 	<ul style="list-style-type: none"> ▪ Provides advanced professional/technical leadership consultation and University-wide expertise within program area of focus ▪ Single point of contact for a large program or a portfolio of projects or programs ▪ Inspires and mentors other Project Managers
University Impact	<ul style="list-style-type: none"> * This position develops and coordinates long range strategic capital construction and major repair and replacement of building systems within University Housing areas and the CSU Mountain Campus. 	<ul style="list-style-type: none"> ▪ Impact of programs is long-term duration involving large-scale initiatives ▪ Program participation tends to be required
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Develop and monitor budgets, schedule and analysis of resource impact on the University and department including the effect on business operations, disruptions to residents, guests and staff. Routinely has 25-30 projects in various stages of progression. Project include annual repair and replacement work in excess of \$4-5M in addition to capital construction in ranges from \$11M to \$112M 	<ul style="list-style-type: none"> ▪ Defines and manages program budget ▪ Program budget is medium-to- large and complex

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People
Management

* Coordinate, guide and direct the work of external design teams and consultants in a variety of disciplines to produce project documents including but not limited to: aesthetic considerations, spatial relationships, site development and interaction, utility systems and also requires detailed knowledge to drive decisions regarding building systems such as – mechanical/HVAC, digital controls, electrical, plumbing, communication, elevators, fire and life safety, etc.

▪ May have people management responsibility for pay reviews, performance management, and resource planning