



UNIVERSITY OF CALIFORNIA, BERKELEY

FACILITIES SERVICES Capital Projects

Job Announcement

Job Title: Project Manager

Salary: Commensurate with experience

Hours: 40 hrs. Monday – Friday

Requisition #:10211

Appt Type: Regular (Full – time)

Job Closes: Open until filled.

Job Description:

The University of California, Berkeley, is the pre-eminent public university in the country. We are also one of the leading employers in the San Francisco Bay Area.

Capital Projects is seeking a Utilities Project Manager to manage the design and construction of capital projects, with a primary focus on exterior utilities and civil/mechanical engineering. This includes renovations, expansions, new facilities and infrastructure, as well as landscape projects. The Project Manager will also collect, develop, and analyze technical data to determine project requirements and preparation of information regarding specifications, materials, equipment, estimated costs, and completion times.

Responsibilities:

- Manages the project program, including meeting with clients to help define both project scope and program.
- Formally establishes campus project, including working with other units, departments, and the Office of the President (i.e., SMCP, Budget Office and other Capital Project Units) to facilitate this effort and ensure funding transferred.

- Hires architectural, engineering and consultant firms to develop project requirement definitions, design criteria, and preparing layouts and detail drawings; provides leadership expertise, direction and management of the engineers, architects and other consultants.
- Prepares and approves cost estimates, functional studies and establishes project schedule and budget and reviews with clients; establishes milestones and monitors adherence to master plans, budgets and schedules.
- Develops criteria and performance specifications required to meet unique operating requirements and building and safety codes; ensures plans and specifications conform to all codes and regulations.
- Ensures building projects support applicable policies and practices to achieve specific goals and objectives related to exterior utilities and civil/mechanical engineering.
- Determine delivery method and bids or negotiates construction contracts.
- Reviews, manages and oversees construction activities, including contractor's schedule, RFIs, Submittals, Change Order Requests, and Punch List; specializes and focuses in monitoring construction milestones.
- Acts as liaison among project participants and resolves problems or conflicts requiring knowledge of exterior utilities and civil/mechanical engineering, including recommending range of solutions to disputed issues or contractor claims.
- Ensures project is properly closed out and Operations & Maintenance Manuals and record drawings are turned over to Physical Plant Campus Services.
- May oversee, manage, and/or direct other Project Managers and Analysts.
- Create project in Prism including updating and reporting of project status as required by UCOP, regulatory agencies, Campus, and Capital Projects Management, including budget and schedule; may include monthly written analysis of project.
- Performs organizational, campus and administrative activities not directly relating to projects, including serving on campus committees representing department or unit.

Requirements and Qualifications:

- Advanced knowledge of building and construction, design, construction contract administration and California Building Codes, including advanced understanding of industry practices, or deep expertise in a highly specialized and critical discipline.
- Advanced project management skills to effectively manage highly complex projects, or highly specialized and critical project component.

- Knowledge of the campus, including its infrastructure, rules, regulations, policies and short and long range strategic building plans.
- Advanced analytical, organizational and problem recognition/avoidance/resolution skills.
- Advanced written, verbal, and interpersonal communication skills, including highly effective negotiation skills and highly developed political acumen.

Education/Training:

- Bachelors degree in related area and/or equivalent experience/training

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

The University of California Regents has approved a plan to enact system-wide furloughs and other cost reduction measures due to the state budget crisis. This position may be subject to any cost cutting measures implemented at UC Berkeley.

Apply to: <http://jobs.berkeley.edu/>. Please refer to requisition # 10211 when applying. For questions about this position you can also call Antoinette Conteh, Human Resource Specialist at 510-642-7631.