Position Title: PROJECT MANAGER (Administrator I)

Recruitment #: #1968

Full/Part-Time: Full-Time

Employment Type: MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.

Bargaining Unit: M80

Salary: The salary is competitive, depending upon qualifications and experience of the successful candidate. This 12-month administrative position is part of the California State University Management Plan and includes an excellent benefits program.

Department: Facilities Management

Available: Immediately

Special Conditions: Background/ Fingerprint & Credit Clearance

Sensitive Position: Yes

Posted: December 11, 2015

Closing Date: January 8, 2016

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The purpose of the Project manager position is to: Manage assigned Facilities related projects during programming, design, construction through completion; Manage, maintain and update AutoCAD files of Drawings and As Built; Act as Inspector of Record on small and simple, non-mechanical projects.

DUTIES:
- Under general direction of Director of Facility, Planning and Construction, the Project Manager will be responsible for overall project management of assigned Facility related projects from concept through completion and close out.
- Is responsible for day-to-day construction management of project budget and schedule through completion. Major responsibilities include but are not limited to Scope review, coordination, proposal reviews, assists in managing bid documents process with Procurement Department, monitoring progress of design, permits, approvals and construction

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• Is responsible for managing Inspector of Record(OR) and all required Special Inspections and testing, coordinating utility shut downs, review invoices and determine whether appropriate work has been performed and approve if appropriate, resolution of issues as they arise in timely, efficient and fair manner. Maintain logs and files, issue field Instructions, cost Request bulletins and keeps management and constituents informed at all times.
• Manage design and construction consultants on project, review design documents, ensures compliance with Code requirements, design documents, campus and Chancellor’s office standards including SUAM and secures approvals needed through completion until NOC is filed.
• Acts as Inspector of Record on small and simple non – mechanical projects.
• Provides architectural and basic engineering CAD drafting, CAD document management, maintenance and update of campus electronic files of buildings, grounds and infrastructure documents, plans and maps. Is responsible for uploading documents, scanning, labeling, auditing and updating all electronic files. Update Building plans, maps to reflect the completed work under project and update As Builts to reflect the recently completed projects. Maintains As Builts as projects complete. Manage Campus CAD license and makes sure installations are kept up to date, configured and licensed correctly.
• Participates in bid walk as necessary. Occasionally work on space planning and interior space planning services such as furniture layout and equipment.
• Perform other job-related duties and special projects as assigned.
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

Special Conditions:
• Must be willing to travel and attend training programs off-site for occasional professional development.
• Must be able to work during non-normal working hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

REQUIRED QUALIFICATIONS: Shall have at least Associate Degree in Arts, Engineering or Architecture from an accredited two-year college or university and a minimum 5 years progressively responsible experience in Project Management with various building types with proven capability to simultaneously manage numerous projects, inspection and CAD (Computer Automated Drafting). Documented successful experience of working on multiple projects with extremely tight time frames in fully occupied buildings. Extensive knowledge and complete competency in architectural drafting and CAD and Revit.
• Possess excellent interpersonal conflict resolution skills. Maintain a positive outlook and effective working relationships with design professionals, campus community, contractors and with all involved in projects.
• Possess excellent analytic, problem-solving and root-cause identification skills.
• Possess project management and construction administration experience and demonstrate knowledge and understanding of project management principles and methodologies including long range planning.
• Possess knowledge of Building codes and regulations, life and fire safety, building systems including but not limited to HVAC, plumbing, electrical, carpentry and roofing.
• Understanding of policies and procedures related to the purchase of commodities and services, securing outside vendors, provisions of bid contracts.
• Ability to understand complex problems and develop strategies and recommendations.
• Ability to work independently and in a team environment.
• Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
• Thorough knowledge of English grammar, spelling and punctuation.
• Ability to interpret, communicate and apply policies and procedures.
• Demonstrated ability to maintain a high degree of confidentiality.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
• Extensive knowledge and complete competency in architectural drafting and CAD and other widely available software like Revit. Ability to manage and audit inventory of existing digital files, making copies and scanning, be able to prepare simple renderings and/or Revit models for new and existing spaces.

PREFERRED QUALIFICATIONS: Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

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SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.