Project Manager  
(2 Positions)  
Facilities Management  
Job #22-25  
Open Until Filled  
First Review Date: Thursday, March 31, 2022

(Job #22-25) Administrator I, Project Manager, $3,750 - $10,417 monthly. Salary is commensurate with qualifications and experience. This is a temporary, full-time, benefited, exempt, 12-month pay plan position in Facilities Management - Planning, Design & Construction. This position is an Administrator I in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information can be found at: http://www.calstate.edu/HRAdm/policies/mpp.shtml. This position comes with a premium benefits package that includes outstanding vacation, medical, dental, and vision plans, life insurance, voluntary pre-tax health and dependent care reimbursement accounts, a fee waiver education program, membership in the California Public Employees Retirement System (PERS), and 14 paid holidays per year. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Now is an exciting time to join Facilities Management as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state’s third polytechnic institution and the first in Northern California. Backed by a historic state investment, we’re adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Position Summary: Under oversight of the Associate Vice President of Facilities Management (acting Construction Administrator & Building Official) and with general supervision provided by the Director of Planning, Design & Construction and Construction Manager in collaboration with colleagues across the campus, the incumbent is responsible for managing assigned construction projects. This includes efforts associated with all aspects of project management during the development, planning and design phases with specialized focus and emphasis on the construction and closeout phases.
of a project. This position is required to interface with a variety of colleges and departments, including faculty, staff, administrators, State Fire Marshal, various professional consultants, contractors, and vendors.

**Key Responsibilities:**

**Provides Services Required to Successfully Implement Assigned Construction Projects**

- Manages overall project implementation ensuring a successful performance level (scope, safety, quality, schedule, cost, and client satisfaction) is achieved. Ensures all assigned projects are managed in alignment with the University's Capital Outlay Management Plan as well as any corresponding CSU or State of California regulation governing University projects.
- Represents the University by leading and collaborating with members of the project team (campus groups, university officials, project architects, engineers, contractors, inspectors, etc.) during all project phases. Coordinates as necessary during the planning and design phases with the Construction Administrator, Building Official and the Planning/Design Unit.
- Through a collaborative process with the Construction Manager, coordinates the use of project resources, including budgets and expenditures. Coordinates the development of projected resource needs and status reports for presentation to others including monitoring of trends that affect the timely and cost-effective completion of the project. Assists in the development of cost estimates and value engineering opportunities for assigned projects.
- Develops and presents design and construction schedules in association with assigned projects with Construction Manager. With oversight by Construction Manager, coordinates schedules and communications with campus clients to ensure projects are delivered on schedule and within budget.
- Supports client meetings and activities keeping those involved up to date regarding planning, design and construction activities, budget and schedule. To include scheduling meetings; preparing meeting agendas, notes and other documents for distribution; presenting information and leading meetings where assigned.
- Under the direction of the Construction Manager, assists with development of RFP/RFQ documents and coordinates the procurement effort associated with professional design and engineering services and contracts in support of campus projects. Includes working with Contracts & Procurement during the pre-proposal and proposal stages to ensure a successful outcome. Assists in making recommendations for award and in finalizing all contract documents for execution.
- As directed and in coordination with the Construction Manager, Director of Planning, Design & Construction, and Facilities Management Staff, supports design review and plan check services for assigned projects including coordination with campus consultants where requested. To include review for scope, constructability, building code and ADA compliance. Compiles comments from multiple sources and organizes such into a tracking log for issuance to the consultant for resolution; supports consultants’ efforts to resolve all comments and facilitates and recommends solutions for decisions where required.
- Under the direction of the Construction Manager, assists with the development of IFB documents and coordinates the procurement effort associated with public works construction services and contracts in support of campus projects. Includes working with Contracts & Procurement during the pre-bid and bid stages to ensure a successful outcome. Makes recommendations for award and assists in finalizing all contract documents for execution.
- Supports the Construction Manager to ensure all services performed by contracted design professionals are provided in a timely manner. Monitors contract status and reviews invoices with recommendations for approval or otherwise. Tracks major milestones associated with assigned projects.
- Participates in owner meetings with contractors/service providers to evaluate and control progress, quality, budget and other items for which action may be needed. To include scheduling meetings; preparing meeting
agendas, notes and other documents for distribution; presenting information and leading meetings where assigned.

- Maintains a project daily diary describing general events, noting problems and unusual events, decisions and directions given to a contractor or design professional on all assigned projects.
- Submits reports, as requested, to the Construction Manager concerning all facets of a project including budget, schedule, new and unresolved issues, quality control, RFI status, submittal review, contingency balance and other pertinent issues.
- Coordinates services provided by testing and inspection firms for compliance with service agreement requirements. Monitors contract status and reviews all invoices with recommendations to the Construction Manager for approval. Reviews testing and inspection reports and the inspector's daily diary to ensure full understanding of project issues and status.
- In conjunction with an inspector, observes, checks and measures items placed in the work for compliance to project documents and directives from the assigned design professional. Reviews and coordinates the activities of any inspector in the performance of inspection duties. Reports all failed inspections or tests to the Construction Manager, contractor and design professional requesting instructions as to further procedure.
- Reviews and processes shop drawings and required submittals and ensures approval from the design professional prior to installation.
- Observes and inspects materials upon delivery to the site, generates daily logs to confirm compliance with specifications and approved submittals and shop drawings.
- Organizes, leads and participates in site visits to the work as required by the design professional or other agency having jurisdiction.
- Assists in relaying instructions from the campus and the design professional to contractors and vice versa. Conducts research and makes recommendations. Actively secures decisions and clarification in a timely manner.
- Manages and maintains a submittal log to assure all submittals are approved in a timely manner.
- Manages and maintains an RFI log to assure all are reviewed and returned in a timely manner.
- Monitors and oversees project activities, development, and resources to mitigate risk. Promptly advises the Construction Administrator and Construction Manager should such risks be in conflict with opportunities for project success.
- Actively ensures the contractor maintains as-built records to ensure compliance with approved documents.
- Evaluates and makes recommendations concerning proposed contract changes and the resolution of all claims, if any. Participates in or conducts negotiations to resolve claims or disputes as directed by the Construction Manager.
- Develops and maintains a project master change order log as well as sub-logs for all contracts. Reviews contingency status and makes recommendations regarding proposed changes including full in-depth analysis of all change requests as well as the development of multiple options for consideration. Upon decision, works collaboratively with the Construction Manager and others to ensure contract modification documents are prepared, issued and executed; reconciles change order costs with all payment requests.
- Coordinates efforts required to achieve final acceptance, inspection and scheduling of occupancy.
- Manages project completion and closeout including turnover of operation and maintenance data, warranties, and as-built drawings. Ensures owner orientation and training are completed. Coordinates with Financial Services and the Service Center to update the asset inventory and other facility information as well as makes other efforts necessary to ensure all CSU and regulatory compliance requirements are achieved prior to final occupancy. Executes the certificate of completion form and transmits closeout documents to the Construction Administrator for processing.
• Identifies project documentation requirements and procedures; maintain and organize project files; and prepare reports for data, accounting, contracting, and CSU requirements, projects and related activities. To also include development of procedures and protocols required to achieve such.

Provides General Technical Support Necessary for the Functions Noted Above & General Assignments

• Maintain records and retrieves data related to work performed using manual and/or computerized project and construction management-based software systems.
• Attends mandated University trainings (safety and other), meetings and other events during normal work hours and as requested.
• Utilizes University electronic time management/absence reporting system as directed by supervisor.
• Handles sensitive information and maintains confidentiality with Office staff, University departments, and external agencies.
• May perform duties associated with emergency response functions in the event of an emergency (i.e., earthquake, fire, flood, etc.,)

Knowledge, Skills, and Abilities Associated with this Position Include:

• Thorough knowledge of construction and project management including that required to plan, lead and oversee complex construction projects. To include knowledge of typical construction processes, resource requirements, scheduling, cost estimating and related documentation requirements.
• Demonstrated knowledge of business and financial processes, protocols, and techniques including that required to appropriately manage all resources associated with construction projects.
• Demonstrated knowledge of building materials, costing procedures and the sequential methods of modern construction and maintenance practices as well as project delivery methods.
• Demonstrated knowledge of applicable state and federal codes and regulations pertaining to the construction and building trades including understanding of the California Building Code, the American with Disabilities Act and the Safety Orders of the Division of Industrial Safety for the State of California.
• Demonstrated knowledge of project design, cost estimating, work sequence and resource scheduling as required to run an efficient institutional construction project.
• Demonstrated skills in effective leadership and team management with proven ability to organize and manage teams, including internal design and operations staff, external contractors and technical consultants, specializing in building construction or renovation.
• Ability to effectively apply standards, guidelines, processes, procedures and terminology specific to the California State University. To include the ability to conduct appropriate research and exercise independent judgment as necessary to ensure assigned projects are managed appropriately.
• Ability to read and understand proposals, plans, blueprints, process drawings, contracts, purchase orders, and specifications for all phases of construction.
• Ability to independently research, interpret, develop, communicate and implement regulations, codes, policies, procedures, guidelines and precedents regarding project management.
• Ability to research and analyze data from a variety of sources and generate reports including skill in identifying, investigating and analyzing problems that impact project success or facilities information. To include recommendations toward solutions for such.
• Ability to take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
• Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
• Ability to maintain confidentiality and professionalism and handling confidential information with discretion and sensitivity.
• Excellent attention to detail, including content and format.
• Ability to train others and provide lead work direction.
• Ability to make independent decisions and exercise sound judgment.
• Ability to take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
• Demonstrated ability to effectively interpret, organize and present information, ideas and concepts in written or presentation format and use consultative, collaborative and facilitation skills to obtain decisions required to move forward toward implementation.
• Demonstrated ability to establish and maintain effective working relationships within and outside the Department as well as serve as a liaison to the campus and community. Ability to collaboratively work with representatives within the campus and public/private entities and handle potentially sensitive situations appropriately. To include demonstrated consultative skills in working with internal and external constituent groups.
• Ability to communicate effectively and work harmoniously with a wide variety of individuals and organizations directly and indirectly involved with projects and/or assignments. Communication skills must include the ability to use expertise and influence as well as persuasion and negotiation tactics to effectively solve problems while achieving short- and long-term goals and objectives.
• Ability to recognize and accommodate changing priorities; meet short- and long-term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.
• Ability to initiate, establish, and foster teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population and with those from various cultural backgrounds.
• Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
• Fluent in the use of standard office equipment (copiers, scanners, fax machines, radios, multi-faceted phone and voicemail systems, etc.,) technology and standard computer applications such as Microsoft Office (Word, Excel, PowerPoint, Explorer, Project, etc.,).
• Ability to effectively use AutoCAD to perform project management functions as well as familiarity with GIS software (i.e., ESRI ArcGIS, etc.,) as related to such.

Minimum Qualifications:
• Bachelor's degree in Architecture, Engineering, Construction Management, Business Management and/or equivalent training and administrative work experience involving managing the construction and renovation of buildings and related infrastructure.
• Equivalent to five years of progressively responsible work experience involving construction projects and the management of such.
• Highly developed project management skills including those required to plan, lead and oversee complex construction projects with a diverse group of clienteles. To include knowledge of typical construction processes, resource requirements, scheduling, cost estimating and related documentation requirements.
• Knowledge of the California Building Code and related project inspection requirements.
• Highly developed written and oral communication skills including a thorough foundation in English grammar, spelling and punctuation to effectively communicate standard information.
Highly developed analytical skills as required to manage multiple complex sets of data as well as produce reports and develop appropriate solutions in order to achieve success.

Demonstrated competence in understanding and interpreting codes, regulations, construction documents, procedures, policies, and instructions.

Fluent in the use of standard office equipment (copiers, scanners, multi-faceted phone systems, etc.), technology and computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint, Explorer, etc.).

Developed skills in the use of specialized software systems (customized databases, construction management systems, project management systems and AutoCAD, etc.).

Preferred Qualifications:

- Demonstrated work experience which includes management project workloads ranging from 5-10 projects simultaneously and in different phases of implementation.
- Demonstrated work experience managing construction projects in a University or institutional setting.
- Familiarity with CSU contract law and bidding practices including the various construction project delivery methods utilized by campuses.
- Possession of current professional license as an architect or engineer; a general contractor's license; or certifications for code-related inspections as issued by the International Code Council.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/103590

Application Deadline: Position will remain open until filled. First review date is Thursday, March 31, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt’s Human Resources Office at (707) 826-3626.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.
Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,500. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at [https://calstate.policystat.com/policy/9779821/latest/](https://calstate.policystat.com/policy/9779821/latest/) and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: [https://clery.humboldt.edu/content/annual-security-reports](https://clery.humboldt.edu/content/annual-security-reports).

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at [www.humboldt.edu](http://www.humboldt.edu).

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be 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.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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