Assistant Project Manager
(4 Positions)
Facilities Management
Job #22-26
Open Until Filled
First Review Date: Thursday, March 31, 2022

(Job #22-26) Administrative Analyst/Specialist II-Exempt, Assistant Project Manager, $4,693 - $8,489. Appointments are typically made at the beginning of the salary range. There are four, temporary, full-time, benefited, exempt, 12-month pay plan positions in Facilities Management – Planning, Design, & Construction. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. 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 the direction of the Construction Manager and general oversight provided by the Director of Planning, Design & Construction, and in collaboration with colleagues across the campus, the incumbent is responsible for supporting and assisting assigned construction projects. This includes efforts associated with all aspects of assistant 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: The essential job functions assigned to this position include:

• Provides services required to successfully assist the project management team and implement assigned Construction Projects

• Assists in 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 collaborating with assigned Project Manager, Construction Manager and 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.

• Supports through a collaborative process with the Project Manager and Construction Manager, coordinates the use of project resources, including budgets and expenditures. Supports in 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.

• Assists in the development of design and construction schedules in association with assigned projects with Project Manager and Construction Manager. With oversight by Project Manager, coordinates schedules and communications with campus clients to ensure projects are delivered on schedule and within budget.

• Supports scheduling meetings; preparing meeting agendas, notes and other documents for distribution; presenting information and leading meetings where assigned.

• Assists Project manager in design review and plan check services for assigned projects. May assist in compiling comments from multiple sources and organizes such into a tracking log for issuance.

• Under the direction of the Project Manager, assists with the development of IFB documents and assists the procurement effort associated with public works construction services and contracts in support of campus projects.

• Assists in tracking major milestones associated with assigned projects.

• Assists in owner meetings to support Project Manager 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 where assigned.

• Supports Project Manager in tasks around maintaining 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.

• Assists in report development, as requested, concerning facets of a project including budget, schedule, new and unresolved issues, quality control, RFI status, submittal review, contingency balance and other pertinent issues.

• Supports Project Manager, as requested, during field observations, participating in site visits, and assisting with submittal logs and RFI logs. Other logs may include project master change order log as well as sub-logs for all contracts.

• Supports the Project Manager with coordination efforts required to achieve final acceptance, inspection and scheduling of occupancy. Supports efforts required for project completion and closeout including turnover of operation and maintenance data, warranties, and as-built drawings.

• Supports project documentation requirements and procedures; maintain and organize project files; and prepare reports for data, accounting, contracting, and CSU requirements, projects and related activities.

• 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:**
In addition to the minimum qualifications noted above, this position requires the following knowledge, special skills and abilities:
• Knowledge of construction and project management including that required to support complex construction projects.
• Knowledge of business and financial processes, protocols, and techniques including that required to appropriately manage all resources associated with construction projects.
• Knowledge of building materials, costing procedures and the sequential methods of modern construction and maintenance practices as well as project delivery methods.
• 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.
• Knowledge of project design, cost estimating, work sequence and resource scheduling as required to run an efficient institutional construction project.
• Ability to effectively apply standards, guidelines, processes, procedures and terminology specific to the California State University. To include the ability to conduct appropriate research as necessary to ensure assigned projects are supported appropriately.
• Ability to read and understand proposals, plans, blueprints, process drawings, contracts, purchase orders, and specifications for all phases of construction.
• Ability to support research, interpret, develop, communicate and implement regulations, codes, policies, procedures, guidelines and precedents regarding project management.
• 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 learn and adapt.
• Ability to make independent decisions and exercise sound judgment.
• Ability to collaboratively work with representatives within the campus and public/private entities and handle potentially sensitive situations appropriately.
• Ability to communicate effectively and work harmoniously with a wide variety of individuals and organizations directly and indirectly involved with projects and/or assignments.
• 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 participate in effective 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.

Minimum Qualifications:
• Bachelor’s degree and/or equivalent training and administrative work experience involving managing projects.
• Progressively responsible work experience involving projects and the management of such.
• Written and oral communication skills including a thorough foundation in English grammar, spelling and punctuation to effectively communicate standard information.
• 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.).

Preferred Qualifications:
• Demonstrated work experience which includes project workloads ranging from 5-10 projects simultaneously and in different phases of implementation.
• Demonstrated work experience assisting 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.

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/103591

Application Deadline: This position will remain Open Until Filled. The first review date is on 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/ 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.

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.

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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See more photos at Cal Poly Humboldt’s Flickr page.