



POSITION DESCRIPTION

Department:	Facilities Planning and Capital Projects	
Classification Title:	Administrator II	
Working Title:	Program Manager	
FLSA Status:	<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Exempt
Incumbent:		

PURPOSE:

Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of five critical and interdependent support departments, including Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facilities Operations. In support of the Cal Poly mission, the FMD department is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

Cal Poly is in the midst of transforming project delivery process as well as accelerating the annual capital spending from \$100M to \$300M. Focusing on more collaborative processes, innovative contracts, and best practices from across the industry, Cal Poly is looking to create a project delivery group that matches its top-rated Architecture and Construction Management programs.

Under the general direction of the Executive Director of Facilities Planning and Capital Projects (FPCP), the Program Manager is responsible for the overall leadership, operation, and management of project management administration for capital outlay projects assigned to the program. The Program Manager is a facilitator in building partnerships and fostering collaboration in a program focused environment to execute work. The incumbent is a decision maker supporting a program, including project development and delivery; project funding strategy and management; collaboration with clients, design professionals, consultants, and contractors; coaching/supervising a team(s) of project managers, technical and administrative support staff; directing activities; and managing operations and budgets. Key to this position is strong leadership skills, technical expertise, and effective communication. The incumbent will champion initiatives within the FPCP department which may include the strategic plan, operational goals, and staff development. This position is critical to act on behalf of the university and the client to move projects forward in a timely manner and maximize the value to the academic mission.

DUTIES AND RESPONSIBILITIES

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
<ol style="list-style-type: none">1. Collaborate with the Executive Directors, FPCP, FMD, and AFD Senior Managers in establishing long and short-term goals and set department priorities that align with Cal Poly's academic strategic plan and physical master plan.2. Coordinate with Campus Planning and the Colleges, Auxiliaries, and other facility users on and off campus for determining the 5-year capital planning efforts.3. Analyze benchmarks – evaluate past and current facilities data for improvements and new building programming.4. Categorize identified requirements and prioritize actions such as system renewals, construction of new facilities, mandated projects such as those involving regulatory compliance or lease obligations, and donor-funded project(s).5. Demonstrate programming scenarios and procurement methods to pinpoint risks, highlight financial consequences, and provide budget forecasts.6. Conduct program assessments to ensure that needs are identified, addressed, and progress is monitored. Regularly review prioritization strategies to ensure that they remain in sync with Cal Poly's mission, objectives, and goals.7. Assist with the development and update of Campus Construction Standards and Design Guidelines, as well as other planning documents related to the development of projects on Campus.8. Coordinate post occupancy and client satisfaction surveys after completion of projects and compile information for future reference.9. Direct and manage the implementation of the Capital Outlay program goals, objectives, and priorities.10. Assist in the preparation of the Capital Outlay Budget Change Proposals (COBCP) to include program descriptions, project justifications, master plan revisions and updates, including the preparation and processing of related environmental documents, and budgets for state and non-state projects.11. Assist with the coordination of feasibility and programming reports, special studies, cost analysis, and other project-related information and data. Oversee program at the highest level. This includes supervising and coordinating all aspects of the program.12. Work with CSU, campus constituents, and stakeholders to develop the Client's long and short-term project plan.13. Provide project management services for projects. Coordinate from concept through planning, design, construction, occupancy, and acceptance.14. Responsible for the program budget, schedule, and scope.15. Integrate the Collaborative Design-Build team members, other project participants, CSU staff, peer reviewers, CSU Office of Fire Safety, and the Office of State Fire Marshal (OSFM) early in the design process for a wholistic program implementation.16. Utilize target value design efficiently and effectively.17. Coordinate with Strategic Business Services (SBS) for the enhancement of an accessible and equitable bidding environment to maximize participation and promote fair competition.		

18. Interact with SBS and the Chancellor's Office for implementation on campus of various design and construction procurement methods.
19. Coordinate in the selection, contract development, and contract administration for architectural, engineering, interior design, and landscape architectural design firms, as well as construction inspection, management services, and other professional service consultants in conjunction with state and non-state funded design and construction.
20. Develop and seek feedback for continuous improvement in policies and procedures consistent with the State University Administrative Manual (SUAM) for the design and construction of capital improvements on the campus. Supervise initiatives to increase efficiencies, improve staff productivity, and assure quality construction practices.
21. Foster a service-orientated, customer service culture within the project management team(s), FMD, and the University. Create a culture of integrity, transparency, and effective collaboration.
22. Plan, organize, lead, and supervise a team(s) of project managers, construction inspectors, administrative/technical support staff/student assistants, and consultants assigned to building design and construction administration.
23. Counsel and coach team members; evaluate employee performance and impose disciplinary measures if needed; manage employee recruitments; provide guidance and professional development opportunities to the team; plan and review project schedules and assign staff workloads.
24. Work closely with Human Resources as needed to resolve personnel matters.

Related Job Functions	As Needed	10%
1. Perform other job-related duties and special projects as assigned.		
2. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.		
3. Serve as the backup for the Executive Director of FPCP in their absence.		
4. Represent FPCP on campus and/or CSU system wide committees, as assigned.		

Required Education, Experience, and Credentials

Education and Experience:

- Bachelor's Degree in Architecture, Engineering, Construction Management or related field and eight years of progressively responsible experience in the area of project management. Additional qualifying experience may be substituted for the degree requirement on a year for year basis.

Licenses, Certificates, Credentials:

- Possession of (or ability to obtain by date of hire) a valid California Driver's License.
- This position may require the ability to obtain AHERA Inspector certification for asbestos related work and Cal/OSHA Lead training as well as the ability to wear respiratory protection. A Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.

Required Skills, Knowledge, and Abilities

- Demonstrated experience with project management, construction administration, and/or construction management including a thorough knowledge of building materials, costing procedures, schedule implementation and review, and the sequential methods of modern construction and maintenance practices, as well as capital construction project procurement methods.
- Demonstrated experience in effective leadership and team management with a proven ability to organize and manage teams, including internal design and operations staff, external contractors, and technical consultants specializing in building construction or renovation.
- Thorough knowledge of and use of building codes, public contracting laws, ordinances, and regulations applicable to building construction and maintenance.
- Knowledge of architecture, construction management, and engineering principles.
- Knowledge of business and fiscal analysis, processes, and techniques related to project management in building, design, and construction including an ability to analyze data, make accurate projections and cost estimates using business mathematics and statistical analysis techniques.
- Knowledge of or ability to quickly learn complex organizational and management structures and an ability to adapt to the dynamics of organizational, procedural, technological and policy change.
- Ability to read and understand proposals, plans, blueprints, process drawings, contracts, purchase orders, schedules, and specifications for all phases of construction, building maintenance, and produce quality construction drawings and specifications. Negotiate contracts with design professionals and contractors.
- Ability to draft and compose correspondence and standard reports including producing PowerPoint presentations and effective oral presentations to groups.
- Excellent organizational and time management skills with the ability to maintain a high degree of accuracy while setting own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, cloud-based systems, scheduling software, Internet as well as online calendaring and email.
- Demonstrated ability to maintain a high degree of confidentiality including an ability to apply a high level of judgment and discretion on a consistent and continuing basis.
- Working knowledge of or ability to quickly learn and apply University infrastructure, policies, and procedures.
- Demonstrated ability to use tact, diplomacy, and professionalism 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, and productive work atmosphere in and outside 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 with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough mastery of English grammar, spelling, and punctuation with a demonstrated ability to proofread and edit.
- Demonstrated ability to interpret, communicate, and apply policies and procedures.

Preferred Skills and Experience

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience managing complex construction projects.
- Experience with managing construction projects in a university setting.
- Familiarity with CSU contract law and bidding policies, including the various construction project delivery methods used on CSU campuses, e.g., Design-Build, CM at-Risk, Job Order Contracting (JOC) and Task Order Service Agreements (TOSA), etc.
- Professional Licensed Architect, Mechanical or Electrical Engineer.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to work both indoors and outdoors in all types of weather conditions.
- Must be able to use both hands for simple or firm grasping and for fine manipulation.
- Must be willing to work at heights (20 feet or higher) off scaffolding or ladders.
- Must be able to bend, squat, crawl, reach above shoulder level, crouch, kneel, balance, push and pull loads.
- Must be able to receive off-hours phone calls regarding campus problems needing immediate attention and coordinate response as needed.
- May require the ability to wear respiratory protection, including a negative pressure respirator, and a Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.
- 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 Revised July 21, 2017 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR	TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#:	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number:	<input type="checkbox"/> Update Review for File	Classification Title: Admin II
FTE:	<input type="checkbox"/> Classification Review	Class Code/Range: 3312/1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: M80
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: F 07 5
<input type="checkbox"/> COI Position		Classifier Initials: HR
Recruitment Number:		Date: 10/13/23