

**USF Job Class Description**

JOB CODE: 9639

JOB TITLE: Facilities Project Mgr II

PAY PLAN: 21

CAREER BAND: F

FLSA: Exempt

CBU: 29

Effective: 2/28/2022

Job Title: Facilities Project Manager II**Job Summary**

The Facilities Project Manager manages routine to complex capital improvements and represents USF in dealing with architects, engineers, contractors, and other vendors. Duties include providing oversight, assistance and professional consultation for the project through the following phases: needs assessment and project scope, Request for Proposal (RFP), bidding, contract negotiation, design, construction and closeout. Responsibilities include regular communication with end users and other stakeholders to manage expectations and processes. This position oversees cost containment; scope and schedule; quality and safety of construction; adherence to construction contract deliverables, terms and conditions; and protection of USF's interests. This position is located in the central Facilities Management Division or in a similar facilities department.

Nature of Work

This position typically reports to an Assistant Director level. The Facilities Project Manager's main purpose is to manage facility and infrastructure projects, including contracted repairs, renovations and new construction. Work supports the University's Capital Improvement Program, from initiation stage through planning, design, construction and warranty. This position is not normally required to supervise others. This position may be responsible and accountable for developing or managing budgets. This position will receive assignments in the form of results expected, but there is substantial discretion to determine procedures and work products. This position is required to analyze information and draw inferences in order to prepare recommendations. Duties are substantially varied in nature, requiring solving of both common and unusual problems. The next level of supervision is consulted for clarification of policies.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Responsible for development of program and budget for projects. Collaborates with University subject matter experts regarding building code, environmental, engineering, and accessibility requirements.
- Provides technical review of architectural and engineering consultants' design, plans and specifications to ensure compliance with codes and University standards.
- Provides consultation to University customers regarding planning, design, and construction process. Communicates regularly with end users to provide updates and guidance on decision points.
- Develops project budgets and manages construction project finances.

- Solicits and evaluates vendor proposals. Prepares purchase order requisitions and change orders. Reviews and recommends approval/disapproval of any proposed change to construction contracts.
- Coordinates projects during design and construction phases. Directs consultants and contractors on construction projects to ensure scope of work is met. Interfaces with University departments who provide project support and other services.
- Provides project closeout management services to insure proper close out of construction contracts.

Minimum Qualification Requirements

This mid-level position requires a Bachelor's degree in an appropriate area of specialization and a minimum of five years of direct and relevant experience, exhibiting the capability of managing basic to moderately complex projects for a variety of customers. Well qualified candidates may be hired in at this level, and Facilities Project Manager I employees may be eligible for reclassification after completing a minimum of 2 years of service with USF, receiving 2 consecutive performance evaluations ranked as Commendable or Exceeds, and demonstrated ability to independently manage progressively more difficult projects/assignments. LEED GA certification required within 12 months of start date.