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Project Manager, Sr.

51262BR

Campus: Tempe

Project Manager Senior Constr

Job Description

The Capital Programs Management Group (CPMG), under the umbrella of Facilities Development and Management (FDM), seeks a Senior Project Manager to perform work of considerable difficulty in managing the most complex projects from inception through project close out for new University facilities and for modifications, alterations, and repairs to existing facilities.

Job Family

Project Management

Department Name

FDM Capital Prgm Mgmt Group

Full-Time/Part-Time

Full-Time

VP Code

EVP BUSINESS & FINANCE

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

To be determined

Close Date

03-May-2019

Category

03

Essential Duties

The Senior Project Manager (Sr. PM) will plan, direct, manage and provide oversight of design and construction projects to ensure compliance with organizational objectives and accomplishes these objectives within the prescribed schedule and budget parameters. Manage construction projects through all stages of Project Management: Conception and

Initiation, Definition and Planning, Launch / Execution, Performance and Control and Project Close Out.

The Sr. PM will manage multiple projects ranging in complexity and size from \$50,000 to \$200M. Lead project stakeholders in the creation of the project parameters (schedule, budget, etc.) and ensure project meets stakeholder needs. Coordinate building committee / stakeholder meetings and implement the input of the user groups. Incorporate and coordinate needs of Facilities Management with projects to ensure ease of maintenance and compliance with codes and design specifications to provide long-term benefits to the University community. Act as liaison between private developers working for the University and represent the University at external stakeholder meetings. Participate in the development of long-range master facility planning to identify future needed facilities, space, budgetary requirements and scheduling. Assist in developing policies and procedures to improve project management.

The Sr. PM will prepare official solicitation documents, which include writing complex statements of work and specifications for construction and maintenance projects, advertisements for requests for proposals (RFPs) and requests for qualifications (RFQs). The Sr. PM will be responsible for the selection of all professional services required for a project, conduct proposal reviews, organize and conduct interviews for the selection process of Architectural, Engineering and Construction Management firms. Collaborate with the Office of General Counsel (OGC) and Purchasing and Business Services to create and negotiate mutually acceptable terms and conditions; review consultant and contractor contracts; amend contracts as applicable; obtain appropriate approvals; and monitor activities of consultants and contractors for conformance to contract terms and conditions.

The Sr. PM will review development of project design, schedule, cost, and maintain frequent communication with project stakeholders and senior leadership through project completion. Provide cost estimating and value engineering for capital projects. Prepare budget documents, cost analysis reports, LCA, ROI and NPV analysis of projects. Review and ensure designs comply with existing codes and applicable Arizona State University Design Requirements and state and local agency requirements. Monitor the construction progress and provide construction administration service where required. Coordinate and oversee the specification, purchase and delivery of furniture, fixtures and equipment. Review, validate and approve requests for change orders, request for schedule changes and vendor payment applications and invoices. Ensure timely payments. Oversee or coordinate testing, acceptance and inspection to insure compliance with all codes, specifications and cost controls, and other duties as delegated by the Director of CPMG. Determine and initiate appropriate action to provide problem and dispute resolution. Manage project close out and ensure compliance with University and Board of Regents procedures, including preparation of all Board of Regents documents. Direct warranty period inspection and ensure follow through to resolution on all warranty claims and post-occupancy facility commissioning.

Ability to communicate verbally, read, write, see and hear to perform the essential functions of the job.

DAYS AND SCHEDULE: Monday – Friday 8:00 a.m. – 5:00 p.m.

Minimum Qualifications

Bachelor's degree in Architecture, Construction Technology/Science, Engineering, or a related field AND five (5) years of professional design and construction administration experience, which includes three (3) years of supervisory experience and one (1) year of project management experience; OR, Nine (9) years of professional design and construction administration experience, which includes three (3) years of supervisory experience and one (1) year of project management experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.

Desired Qualifications

Evidence of:

- Certified Construction Manager (CCM)
- LEED Green Associate or LEED AP
- Project Management Professional (PMP)
- CSI Certification
- OSHA 10 / 30

Experience in:

- Project Management in a college, university, institutional or similar setting and/or working on higher education similar campus projects and building types.
- New construction and/or renovations to research and /or laboratory facilities.
- Managing a variety of projects concurrently, of various scopes and complexities.
- Ability to balance customer expectations with project reality.
- Effective written and oral communication skills to address a wide variety of audiences.

Knowledge of:

- Principles of architectural design, mechanical, electrical and plumbing systems.
- Construction industry practices and procedures.
- Sustainable best practices in construction industry.
- Interpreting construction documents, and possess a general understanding of applicable construction codes and land use ordinances.
- Demonstrated resilience, diplomacy, influence, relationship building, and problem solving skills in a variety of situations.
- Lean Design & Construction / Process Improvement.
- Proficiency or familiarity with project management tools / software: PMWeb, Planview, Bluebeam etc.

Working Environment

Activities can be performed in a regular, climate controlled office setting subject to extended

periods of sitting, standing, walking at job sites. Required to stand for varying lengths of time and walk moderate distances to perform work. Participate in field work which requires accessing paved, rocky or uneven areas and exposure to dirt, dust, extreme temperatures and inclement weather. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate to perform essential duties. Regular review of completed tasks. Drive University vehicle.

Department Statement

Facilities Development and Management measures performance expectations and seek candidates who are aware of, participate in, and encourage team support of Arizona State University's sustainability programs. The University has made an institutional commitment to lead by example through the sustainable operations of its campuses. By demonstrating exemplary practices and sharing solutions, ASU stimulates changes in individual, institutional, and corporate behaviors to create a more sustainable world.

ASU offers tuition waiver (to include yourself, spouse and dependents), paid vacation and holidays, excellent benefit package, employee training and development opportunities, and an employee assistance program.

Facilities Development and Management at ASU employment requires current eligibility to legally work in the United States. Facilities Development and Management will not be a sponsor for this position.

Must possess a valid Arizona driver's license (minimum of Class D) upon employment and maintain throughout employment. Post-offer of employment, selected candidate must possess an acceptable driving record which is 5 or fewer points in the most recent 39 month period from date of hire.

This position is dependent on the continuation of funding from a specific source other than state appropriations. As such, this appointment may terminate when the funding is no longer available.

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the

boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

Arizona State University is committed to providing safety and security resources and information for our students, faculty, staff, and visitors. In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), ASU publishes an Annual Security and Fire Safety Report, which includes safety and security policies and procedures, crime and fire prevention information, crime and fire statistics, and numerous resources for current and prospective students and employees. To access the ASU Annual Security and Fire Safety Report online, visit <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. A hard copy of this report may be obtained, free of charge, by contacting the ASU Police Department at 480-965-3456 or by visiting the ASU Police Department at 325 E. Apache Blvd., Tempe, Arizona, during business hours (M-F, 8 a.m. to 5 p.m.).

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00pm Arizona time on the day indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

Work reference history information for 3 current and/or former supervisors will be requested at time of interview.

Only electronic applications are accepted for this position.

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