

## **STANFORD UNIVERSITY JOB DESCRIPTION**

### **Student Housing**

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**Job Title:** Housing Senior Project Manager

**Temporary Position**

#### **Summary:**

The Project Manager reports to the Assistant Director of Housing Design and Capital Projects within Student Housing. He/She serves as the first-line management of 2 to 10 million dollars in a variety of projects types, ranging in size from \$200,000, and up to \$3,000,000 annually.

The Project Manager provides technical expertise in areas of project scope, constructability, cost and schedule for a variety of physical plant projects ranging from retrofits, and renovations, to code compliance upgrades and deferred maintenance. The Project Manager provides day-to-day performance monitoring, feedback, coordination, on-site review and is responsible for full management of design consultants, technical experts, construction contractors, external agencies, provides fiscal management of each project to meet all financial targets, and works with front line staff to communicate with 11,000 students in residence.

The Project Manager creates and maintains various reports and documents to measure the status of each of his/her projects. Housing Design and Capital Projects manages between \$10M and \$20M annually.

#### **Specific Responsibilities:**

- Prepares written project scope of work (program statement, project specifications and), develops project drawing packages, prepares project budget and manages all financial aspects for the project including formal bid process and selection of contractors working closely with Student Housing offices and University contracts office. Secures approvals on specifications and projects completion as appropriate. Provides formalized milestone signoffs throughout life of projects.
- Creates project budgets, tracks and analyzes project financial status in relation to budget; advises management of the project status and problems (or potential problems) on a regular proactive basis.
- Anticipates potential schedule or priority delays and initiates plans for alternative actions informing Student Housing Management promptly.
- Develops technical specifications for electrical, plumbing, HVAC and other building mechanical systems, ensures the final documents meet quality standards and program needs for Student Housing. Provides value engineering and cost savings analysis during

design phases. Interacts with county agencies, University Architect's office and Senior Housing Management to insure compliance.

- Prepare bid packages.
- Reviews plans/submittals for new and renovated building. Provides technical design reviews. Approves submittals, shop drawings and samples. Validates conformity of construction with contract documents and specifications. Provides technical support during all aspects of projects. Participates in final decisions in the field regarding job conditions, time schedules and construction methods.
- Follows safe work policies as they relate to Student Housing and the University. Responds proactively to critical emergency services requested in off-hours and to sensitive service requests.
- Maintains state-of-the-art knowledge about construction practices, building mechanical systems, and infrastructure.
- Provides daily site presence. Prepares regular field reports. Participates in punch list effort and final inspections. Obtains compliance of "as-built" records on completed projects - Inspects building renovation and retrofit projects.
- Approves progress schedules and progress payments.
- Reviews and approves contracts and change performance specifications.
- Works closely with housing managers and supervisors on various projects across 350 residential locations. These locations provide a "just like home" living environment for 15,000 students, faculty, staff, visitors, parents, University Offices, as well as external customers.
- Provides projects communication between a vast array of University Officials, Student Housing Management, Contractors, Consultants, and Government Agencies as well as keeps building occupants, facilities staff, and management properly informed as to the progress, issues, and current status of projects.
- Coordinates construction activities. Implements and monitors building mechanical system shut-downs with contractors, and Student Housing Maintenance; manages procedures for re-opening of buildings undergoing renovation or repairs such as building commissioning, acceptance of the newly installed building/systems, vendor warranty information, and obtaining as-built drawing and project manuals. Resolves coordination problems between operation units and construction projects.
- Manages multiple projects concurrently – multi-tasking projects is a daily occurrence.

### **QUALIFICATIONS:**

- Professional degree in project management, architecture or engineering essential, with a minimum of 5 -10 years of work experience in the practice of architecture, project management or general contracting with renovations, new construction and/or maintenance projects.
- In-depth application of principles in design and construction project management; construction practices and methods, building trades and associated language.
- Solid technical knowledge of building mechanical operations/management system and infrastructure.
- Professional experience managing and maintaining a portfolio of properties is highly desirable.
- The ability to work as a team member in a crisis situation and to interact with all levels of the organization is essential.
- Ability to support multiple projects of various types at difference stages of constructions.
- Competence with a variety of computer software applications, in particular Word, MS Excel, Email, Project Management software such as MS Project or related project management software system.
- Ability to read and interpret blue prints, prepares sketches, and cost estimates. Read and interpret plans, maps and specifications.
- Demonstrated familiarity with applicable building codes and regulations including UBC, UPC, NEC, NUFPA, Title 24 and ADA.
- Excellent oral, written, and electronic communications skills required.
- Valid CA drivers' license required.

Please submit resume to:

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