

Job Family	Facilities Development and EHS	Job Summary	Involves assessing organizational and strategic issues and providing guidance for capital and non-capital projects; develops policies and guidelines to streamline processes and project delivery; collaborates with agencies, locations, and industry partners to implement cost-effective processes in compliance with law and policy; develops programs for sharing of best practices.	
Job Function	Design and Construction Mg			
Category	Supervisory & <b>Management</b>			

Job Level	Manager 1	Manager 2	Manager 3	Manager 4
Job Title	Design and Construction Manager 1	Design and Construction Manager 2	Design and Construction Manager 3	Design and Construction Manager 4
Job Code	006088	006087	000342 OP ONLY	006094 OP ONLY
Tracking Code	A1436	A1437	A0742	A1438
Per. Program	MSP	MSP	MSP	MSP
FLSA	Exempt	Exempt	Exempt	Exempt
Generic Scope	Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.	Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.	Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.	Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives.
Custom Scope	Manages activities of department / function and provides direction to professional staff according to established policies and procedures. Ensures adherence to budgets, schedules, work plans, and performance requirements. Contributes to development of long-term business strategies and ensures the delivery of department services.	Directs and oversees implementation of major capital and non-capital projects for a campus / medical center. Guides and coordinates subordinate managers, design and construction management staff and consultants to ensure quality administration and cross-project consistency. Establishes and ensures adherence to budgets, schedules, work plans, and performance requirements. Serves as an advisor to senior leadership.	Responsible for implementation of major capital and non-capital projects. Functions as an influential leader in relations with other organizational units. Acts on behalf of senior leadership to direct overall management of all construction when senior leadership is absent from office. Makes strategic decisions impacting critical or complex organizational units, based on organizational goals and objectives. Assists executives and / or senior directors in defining organizational goals and strategic plans. Participates with other senior managers to establish strategic plans and objectives.	Responsible for oversight of all capital and non-capital projects for the system. Leads strategy, budget and infrastructure development. Makes strategic decisions impacting broad constituencies across major portions of the organization based on organizational goals and objectives. Assists executives in defining organizational goals and strategic plans. Develops organizational policies and authorizes their implementation. Provides direction to senior managers in various areas, groups, and / or operations. Recognized as an influential leader.
Key Resp 01	Receives design and construction project plans and coordinates activities overseeing quality control and compliance.	Directs and oversees design and construction projects ensuring adherence to project plans and specifications, applicable building codes and	Participates with other higher-level managers to establish systemwide design and construction strategic plans and objectives.	Develops and implements strategic decisions impacting capital and non-capital projects impacting major portions of the organization.

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		standards, policies and procedures, and quality control.		Works with executives to define organizational goals and strategic plans. Detailed knowledge of organization allows for innovative concepts and promoting new ideas. Provides direction to senior managers in various areas, groups, and / or operations. Recognized as an influential leader.
Key Resp 02	Provides guidance and assistance to subordinates and resolves issues.	Directs subordinate managers, construction coordinators, inspectors and consultants. Establishes and communicates expectations, monitors contractor progress, oversees inspection service.	Represents the Office of the President to the internal and external community by cultivating and maintaining beneficial working relationships with key location contacts, industry partners and stakeholders as well as public regulatory bodies and entities.	Represents the Office of the President to the most sensitive, critical or strategic members of the external community by cultivating and maintaining beneficial working relationships with key location contacts, industry partners and stakeholders as well as public regulatory bodies and entities.
Key Resp 03	Ensures compliance with administrative regulations, policies and procedures.	Ensures construction complies with applicable state building codes, rules, regulations and policies related to new construction, building expansion and renovation.	Plans, designs, influences and implements organization-wide processes and infrastructure related to facility construction, ensuring compliance with applicable law, best practices and Regents' direction.	Develops organizational policies and authorizes their implementation. Identifies and evaluates fundamental issues related to UC capital and non-capital projects, providing strategy and direction for major organization-wide processes and infrastructure. Requires in-depth knowledge of business strategies and the organization's goals.
Key Resp 04	Implements policies, processes and coordinates departmental programs.	Develops policies and procedures, departmental programs, and assists in the development of capital improvement programs.	Regularly interacts with executives. Interactions frequently involve special skills, such as negotiating or attempting to influence senior level leaders regarding matters of significance to the organization.	Interacts internally and externally with executive level management, requiring negotiation of extremely critical matters. Influences policymaking.
Key Resp 05	Administers capital project budget for managed function.	Directly oversees capital project construction budget and scheduling issues ensuring on-budget and on-time performance.	Provides oversight for all construction and design activities at UC campuses, medical centers and other locations / projects.	Provides strategic leadership for all design and construction activities at UC campuses, medical centers and other locations / projects.
Key Resp 06	Coordinates and collaborates with contractors, functional peer group managers, and outside agencies. Leads planning committees and work groups.	Consults and collaborates with senior leaders, project managers, inspectors, coordinators, and departments on construction and inspection issues. Facilitates negotiations with divergent groups.	Manages, prepares, administers, and directs organization-wide programs.	Manages achievement of broadly defined, multi-year capital and non-capital project objectives under the general direction of senior management and guided by top management and executive leadership.
Key Resp 07	Manages department human resources activities. Recruits, trains and evaluates staff performance. Manages personnel actions. Develops and revises job descriptions.	Coordinates and collaborates with outside agencies and the Office of General Counsel on policy and legal issues related to construction program.		
Key Resp 08		Represents senior management with departments, consultants, public officials, and community groups.		

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Key Resp 09		Provides leadership and direction to subordinate managers and staff. Assumes full responsibility for staffing, budgets, expenses, productivity and personnel actions.		
Key Resp 10				
Key Resp 11				
Key Resp 12				
Key Resp 13				
Key Resp 14				
Key Resp 15				
Education 1	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.
Education 2	Advanced degree preferred	Advanced degree preferred	Advanced degree preferred	Advanced degree preferred
Education 3				
Education 4				
License 1	License to practice in architecture or engineering.	License to practice in architecture or engineering.	License to practice in architecture or engineering.	License to practice in architecture or engineering.
License 2	Current California registration as an Architect, Engineer, or Construction Manager.	Current California registration as an Architect, Engineer, or Construction Manager.	Current California registration as an Architect, Engineer, or Construction Manager.	Current California registration as an Architect, Engineer, or Construction Manager.
License 3				
License 4				
Cert 1	Certified Building Official preferred.	Certified Building Official preferred.	Certified Building Official preferred.	Certified Building Official preferred.
Cert 2				
Cert 3				
Cert 4				
Spec Cond 1	Must pass a background check.	Must pass a background check.	Must pass a background check.	Must pass a background check.
Spec Cond 2				
Spec Cond 3				
Spec Cond 4				
KSA 01	Demonstrated skills in strategy development, systems planning and change management.	Excellent skills in strategy development, systems planning and change management.	Advanced skills in strategy development, systems planning and change management.	Highly sophisticated skills in strategy development, systems planning and change management.
KSA 02	Proven organizational and analytical skills to meet prescribed deadlines with time and budget constraints.	. Advanced organizational and analytical skills to meet prescribed deadlines with time and budget constraints.	Excellent leadership abilities.	Highly sophisticated leadership abilities.
KSA 03	Proven knowledge and skill in construction	Advanced knowledge and skill in construction	Advanced knowledge of planning, design and	Expert knowledge of planning, design and

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	management, supervision, inspection, code compliance and plan check.	management, supervision, inspection, code compliance and plan check.	construction procedures, industry practices, and / or highly developed expertise in a highly specialized and critical discipline. Advanced knowledge and skill in construction management, supervision, inspection, code compliance and plan check.	construction procedures, industry practices, and / or highly developed expertise in a highly specialized and critical discipline. Expert knowledge and skill in construction management, supervision, inspection, code compliance and plan check.
KSA 04	Demonstrated knowledge of the institutional construction environments, including infrastructure, and applicable rules, regulations, laws, policies and practices.	Advanced knowledge of institutional construction environments, including infrastructure, and applicable rules, regulations, laws, policies and practices.	Advanced knowledge of University organization, including its infrastructure, rules, regulations, policies and short and long range strategic building plans. Advanced knowledge of institutional construction environments, including infrastructure, and applicable rules, regulations, laws, policies and practices.	Expert knowledge of University organization, including its infrastructure, rules, regulations, policies and short and long range strategic building plans. Expert knowledge of institutional construction environments, including infrastructure, and applicable rules, regulations, laws, policies and practices.
KSA 05	Proven written, verbal, and interpersonal communication skills, including effective negotiation skills and well developed political acumen.	Excellent written, verbal, and interpersonal communication skills, including effective negotiation skills and well developed political acumen.	Excellent written, verbal, and interpersonal communication skills, including effective negotiation skills and well developed political acumen.	Highly sophisticated written, verbal, and interpersonal communication skills, including effective negotiation skills and well developed political acumen.
KSA 06	Proven team building and facilitation skills.	Excellent team building and facilitation skills.	Excellent team building and facilitation skills.	Highly sophisticated team building and facilitation skills.
KSA 07	Demonstrated ability to establish metrics for department and employee goals which measure effectiveness of contributions to efficient operations of department.	Excellent ability to establish metrics for department and employee goals which measure effectiveness of contributions to efficient operations of department.	Excellent ability to establish metrics for department and employee goals which measure effectiveness of contributions to efficient operations of department.	Expert ability to establish metrics for department and employee goals which measure effectiveness of contributions to efficient operations of department.
KSA 08	Proven project management skills.	Thorough project management skills.	Advanced project management skills.	Highly sophisticated project management skills.
KSA 09	Demonstrated ability to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.	Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.	Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.	Highly sophisticated skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
KSA 10				
KSA 11				
KSA 12				
KSA 13				
KSA 14				
KSA 15				
Environment	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	UCOP	UCOP
Career Path 1	Design and Construction Mgr 2	Design and Construction Mgr 3	Design and Construction Mgr 4	Career Path open
Career Path 2				

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Career Path 3			
Career Path 4			
Career Path 5			
Career Path 6			