

3 FP&C Personnel

Refer to Organizational Chart 1 for reporting relationships and Appendix A for the Project Responsibility Matrix

3.1 FP&C Position Description

3.1.1 Director

The director is responsible for direct comprehensive management of the capital deferred maintenance and contracted management programs including maintaining process and fiscal control of projects. The position is responsible for approximately 100 technical and administrative staff, an annual operating budget of \$10 million and a capital budget of approximately \$20 million. Key responsibilities include:

- \$ Providing leadership expertise supervision training coaching and direction to facilities planning and construction staff in the execution of their functions.
- \$ Directing comprehensive management of division's capital deferred maintenance and contracted maintenance programs including maintaining fiscal control of construction projects funds and budgets. Assuring project execution is consistent with University and campus priorities. Responsible for overall management and supervision of departmental employees.
- \$ Providing leadership and expertise to maintain fiscal control of department and capital funds.
- \$ Supervising the campus facilities planner and support staff, as a role in the allocation and management of campus space, ensures continuous communication with campus leaders, directors and user groups to assure space is being used effectively and

&) and alteration and improvements?
camp)s master plans' and facilities

- \$ Oversee preparation and solicitation of (bid documents for construction contracts' coordinate contractor selection and award process' and manage contractor performance' payments' contract modifications/change orders' and closeouts)
- \$ - ensure quality' contract and regulatory compliance' timeliness of projects and cost efficiency
- \$ Providing periodic monitoring or inspection of the contract's quality of workmanship and materials for compliance with the contract documents
- \$ Maintaining daily construction reports' cost control reports' final cost reports' and photographs for possible legal record
- \$ Acting independently and quickly in analyzing' evaluating and resolving construction problems to prevent delays and associated claims. Successfully execute cost efficient contract modifications to keep projects on track
- \$ As owner's representative' maintain owner project schedules and review and monitor schedules of all contracted parties for compliance to contract documents
- selection committees and other related committees? performing building inspections (inside building utilities) with other facilities groups? participating in building manager's meetings? mentoring students on class projects? conducting campus safety inspections/walkabouts? and representing the University as a team member of the University emergency operations center
- \$ Providing assistance to client at any stage of project to ensure project efficiency

Assistant Project Manager (AOM)

The Assistant Project Manager (Mechanical-Electrical) is responsible for assisting with the management of projects. 863511(r) - 4.99245 (e) 0.86301() 0.188617(f) -1607(2) 3.06207() -2.1d.4TJs224.593 0 T.863511

modifications' change orders' and renewals' as necessary

- B Supporting project managers in negotiating price and/or other changes in contract terms and conditions
- B Issuing purchase orders' change orders and modifications' as necessary
- B Resolving disputes and avoiding litigation
- \$ Preparing documentation and research findings to support superiors and the University in the event of litigation
- \$ Executing complex purchase transactions for University construction projects?
purchasing * * 2 - for new construction and renovation projects
- \$ Analyzing and selecting proper methods of solicitation including developing justification for innovative procurement methods' source selection' and/or direct negotiation (single or sole source)
procurement

- \$ Review all contract forms with UAA
represent annually to keep them
current
- \$ Assisting project managers with selecting
the correct form for the required contract
action preparing amendments/change
orders to contracts in accordance with

3.2 Project Responsibility Matrix

The Project Responsibility Matrix (Appendix / .) maps out who will be responsible. Accountable, Consulted and Informed on the project. This matrix will draw clear lines on each individual's responsibilities for each project. The project delegations are as follows:

- \$ Responsible : who is completing the task
- \$ Accountable : who is making decisions and taking actions on the tasks
- \$ Consulted : who will be communicated with regarding decisions and tasks
- \$ Informed : who will be updated on decisions and actions during the project

3.3 Professional Development Board

The Professional Development Dashboard (Table /3/) below provides guidance to the project management staff (Assistant Managers and Supervisors) on minimum requirements and preferences for hiring and promotions. The dashboard also provides recommendation on higher education certificates for professional development and Appendix /3/ provides more information on these certifications and how to obtain them. Figure /3/ below illustrates the hiring and promotion hierarchy for the project management staff.

Hiring and Promotion Hierarchy for Assistant Manager, Manager and Senior Manager



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