

# UNIVERSITY OF CALIFORNIA, BERKELEY

## Facilities Services – Capital Projects

### Job Announcement

**Job Title:** Project Manager (Mechanical Engineer)

**Requisition #:** 10140

**Salary:** Commensurate with experience

**Hours:** 40 hrs. Monday – Friday

**Appt Type:** Contract Position up to two years, Regular (Full – time)

**Job Closes:** Open until filled.

#### **Job Description:**

The University of California, Berkeley, is the pre-eminent public university in the country. We are also one of the leading employers in the San Francisco Bay Area.

Capital Projects is seeking a Mechanical Project Manager to manage projects that will implement energy conservation measures. These projects evaluate the mechanical, plumbing and electrical systems in existing buildings, identify measures to improve the systems' efficiencies, and oversee the implementation and commissioning of the energy conservation measures.

The successful candidate will act as the primary liaison among user groups, designers and contractors during all project phases from planning, programming, design, bidding, construction, start-up and commissioning through turnover.

#### **Responsibilities:**

- Develop project budgets and schedules.
- Select and manage the services of commissioning agents, engineers and contractors for commissioning projects in existing and new buildings.
- Evaluate energy conservation measures and oversee their implementation.
- Administer, review and recommend action on design, bid and construction documents to ensure compliance with programs and policies of the University and The Regents of the University of California.
- Supervise the preparation and submission of rebate applications, commissioning reports, construction cost estimates and bidding documents.
- Develop project schedules incorporating end user interruption limitations and campus physical plant interface for shutdowns and assistance.
- Participate in the resolution of problems arising during construction projects.
- Evaluate and resolve change order issues, as needed.

## Requirements & Qualifications:

### **Required:**

- Six or more years experience managing mechanical, plumbing and electrical projects, ideally in an educational, research, institutional or corporate setting; consideration will be given to project leadership experience in the field of construction project management.
- Strong project management skills.
- Knowledge of building systems operation, preventive maintenance, design, construction and related management strategies.
- Proven ability to expedite complex projects.
- Initiative and ability to work independently and collaborate in teams.
- Ability to establish priorities and follow through on projects, paying close attention to detail with minimal supervision.
- Ability to manage and complete concurrent multiple assignments within time constraints.
- Excellent verbal and written communication skills to interface effectively with faculty, staff, students, professional consultants, contractors and the public.
- Professional level writing skills appropriate for general correspondence, reports, action plans and responses to various University sources and outside agencies.
- Proficiency in MS Word, MS Excel, and MS Project

### **Preferred:**

- Licensure in mechanical engineering (State of California), and/or experience as construction project manager.
- Experience with mechanical, plumbing and electrical systems with heavy emphasis on energy efficiency.
- Knowledge in Automated Logic and Siemens DDC Systems.
- Experience in designing control systems bid documents and development of sequences of operation for various HVAC systems.
- Experience in preparation of construction public bid documents.

*This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.*

**The University of California Regents has approved a plan to enact system-wide furloughs and other cost reduction measures due to the state budget crisis. This position may be subject to any cost cutting measures implemented at UC Berkeley.**

**To apply please go to: <http://jobs.berkeley.edu>. Please refer to requisition # 10140 when applying online. For questions concerning this position, you can contact Antoinette Conteh, Human Resource Specialist, 510-642-7631.**