



2018-0582 CONSTRUCTION PROJECT ASSOCIATE

JOB SUMMARY

Facilities Management's Renovations and Energy Team, comprised of engineers and project managers, focuses on continuous improvement and high efficiency while working in sophisticated facilities to our quality standards. Each member of the team contributes to our award winning recognition of our facilities programs and management.

Under direction from the Sr. Project Manager, function as a Construction Project Associate for assigned projects. Serve as coordinating point on projects as assigned with a high degree of responsiveness to requests for contract preparation, budget updates, daily inspection reports, project logs, and closeout documentation. Provide document tracking and control for request for information, change order request, submittal logs, inspection reports, and other assigned duties. Interact effectively with staff, Faculty, Students, and others providing frequent project status updates and coordinating notices as required.

Salary: Range \$59,623.00 - \$75,000.00

Total Hours: 7-3:30 M-F

2 Contract Positions.

Must have a valid CA. Driver's License.

Must participate in DMV Pull notice Program.

Must be able to work outside of regularly scheduled shift.

Must be able to wear PPE.

REQUIRED

Bachelor of Science degree in Engineering discipline, Architecture or related field; or equivalent combination of education/experience.

1 - 4 years architectural, engineering, or construction project work experience focusing on facility and infrastructure construction, renovations, upgrades, building controls and automation, energy efficiency and conservation services.

Excellent verbal, written, computer, technical communication and presentation skills.

Proficient project management software skills (MS Project, MS Excel, PowerPoint, MS Word).

Detailed knowledge of the design and construction industry practices and techniques and associated processes such that appropriate scope of work and cost of construction estimates can be prepared for renovation, maintenance, repair, and Minor Capital Projects.

Critical thinking and analysis skills used to evaluate project options and feasibility of alternative approaches.

Ability to participate within a goal-based, ethical, policy driven work environment.

Ability to work with consultants and material vendors in exploring design and construction options.

Skill in working with people who have levels of design and construction knowledge ranging

from detailed to very limited, to assist their understanding of project scope, design decisions, associated costs, project schedule, and codes and standards compliance and achieve a high level of customer satisfaction.

To review a complete job description and apply, please follow this link: [Construction Project Associate](#) or visit UCI's job site at <http://jobs.uci.edu> and search job 2018-0582.

About the University of California, Irvine: Founded in 1965, UCI is the youngest member of the prestigious Association of American Universities. The campus has produced three Nobel laureates and is known for its academic achievement, premier research, innovation and anteater mascot. Led by Chancellor Howard Gillman, UCI has more than 30,000 students and offers 192 degree programs. It's located in one of the world's safest and most economically vibrant communities and is Orange County's second-largest employer, contributing \$5 billion annually to the local economy. For more on UCI, visit www.uci.edu.

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