

Capital Projects Team Manager (0480U) 77263
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255699>

Downloaded On: Apr. 19, 2025 9:29am

Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title Capital Projects Team Manager (0480U) 77263
Department Capital Projects
Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 15, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Institutional Advancement

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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Capital Projects manages the design, construction, retrofitting, and restoration of campus buildings and their surroundings. Many skilled professionals work in Capital Projects as Project Managers who have backgrounds in architecture, landscape architecture, planning, engineering, construction and administrative personnel, all of whom work to serve the campus community.

We're seeking an expert-level project management professional to lead a team delivering large, complex, and politically significant capital projects-ranging from major renovations to new facilities and infrastructure. This leadership role involves overseeing all phases of project delivery, advising senior management, and incorporating cutting-edge practices such as sustainable design and Building Information Modeling (BIM). The ideal candidate brings deep expertise in construction project management, strategic planning, and stakeholder engagement to ensure high-impact projects are delivered on time and within budget.

Application Review Date

The minimum posting duration for this position is 14 calendar days. The department will initiate the application review process on/after April 18, 2025

Responsibilities

- Responsible for all capital projects delivered by the subject team. Directly oversees budgets and scheduling issues for projects managed by the subject's team, ensuring on-budget and on-time performance. Heavily involved in the early stages of projects delivered by the team to ensure that the project scope meets the clients project needs and that the budget and schedule included for project approval are accurate for the project scope.

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- Organize and lead regular project update meetings with the client to keep them well informed on all of their active capital projects.
- During construction monitor project progress with the project manager to ensure that the project scope is delivered on time and under budget.
- Oversees, manages and supervises work of lower level professional positions.
- Anticipates, defines, and resolves issues / problems requiring specialized knowledge and is widely recognized and consulted by organization staff for their expert knowledge in a specific area of expertise, for all aspects of building systems, technology and building code for major renovations and new ground up buildings, and other key building components. Includes developing solutions to disputed issues or contractor claims.
- Responsible for managing all aspects of the design and construction process for major and significant capital program building projects of the highest value where success is critical to the campus mission.
- Establishes and maintains relationships with assigned clients, units on campus (Engineering, P&T, etc.). Develops and maintains an understanding of the client's business operations and conditions of satisfaction as related to capital projects.
- Develops and maintains an understanding of the condition of campus buildings that are occupied by the client.
- Performs the most difficult professional work in the development, revision, refinement and / or amplification of program implementation. Manage large complex projects during the early stages of project definition and scoping including programming, conceptual budgeting, public outreach and meetings. Also managing the complex approval process for large projects by approving agencies, including UCOP, campus and the Regents. Ensures building projects support applicable policies and practices to achieve specific goals and objectives related to area of expertise.
- Serves as technical expert encompassing all areas of the construction industry for complex projects of the highest value and provides advice and guidance to all levels of management and provides expert technical advice and consultation at all levels in all areas of building technical expertise. Communicates regularly with campus leaders regarding project approvals and project status.
- Establishes project milestones and schedules, prepares cost estimates, functional studies, construction plans and specifications and monitors for adherence to master plans, budgets and schedules.
- Pursues areas of building emerging technology consistent with the large and complex capital projects in her area of expertise through programs and other educational forums, and creates an appreciation for and sensitivity to programs, projects and systems that employ, expand and enhance building projects utilizing new technologies.

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- Develops criteria and performance specifications required to meet unique operating requirements and building safety codes for project specific major renovations and new ground up buildings. Performs comprehensive review of technical documents.

Required Qualifications

- Expert written, verbal, and interpersonal skills, including expert level political acumen and negotiation skills.
- Expert knowledge of design and construction, contract administration and state building codes, including expert understanding of industry practices or highly specialized and critical disciplines.
- Expert project management skills to effectively manage highly complex projects or highly specialized and critical components of projects with a significant impact on the organization.
- Expert skill in building, maintaining and nurturing strong professional relationships to achieve short and long range program implementation goals.
- Expert knowledge in one or more complex, technical areas of construction, such as sustainability, mechanical engineering, landscape architecture, infrastructure or other specialty fields.
- Expert skill to apply specific technological solutions in the construction planning phase and skill in ensuring appropriate implementation and function during project construction and completion.
- Within area of expertise, expert skill in advising and consulting with all levels of management and / or capital planning, budgeting and construction professionals.
- Expert skill in promoting, advancing and implementing programs within area of expertise.
- Advanced knowledge of the organization, including its infrastructure, rules, regulations, policies and short and long range strategic plans.
- Expert analytical, organizational, project management and problem recognition / avoidance / resolution skills.
- Exercises independent judgment in methods, techniques, and evaluation criteria.
- Incumbent possesses significant career experience and demonstrated skills in leadership of major capital projects of significant importance in a university setting.
- Experience and knowledge to analyze, recommend and execute procurement, contracting and delivery strategies.
- Bachelor's degree and / or equivalent experience / training in architecture, engineering, urban design, city planning or landscape architecture.

Preferred Qualifications

- License to practice in at least one of the following professions: architecture, engineering, urban design, city planning or landscape architecture.
- Certificate to practice in at least one of the following professions: architecture, engineering, urban

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Salary & Benefits

This is a full-time career position with onsite work in Berkeley required. This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of UC benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$121,100 - \$215,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information

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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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