



## UNIVERSITY OF CALIFORNIA, RIVERSIDE INVITES APPLICATIONS FOR THE POSITION OF INSPECTION AND QUALITY ASSURANCE MANAGER

### ❖ About UC Riverside:

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

### ❖ About Capital Programs:

The Capital Programs Division provides high quality services in the areas of Capital Resource Management, Capital Finance, Real Estate, Architecture, Engineering, and Sustainability. The Capital Programs Division is responsible for the development of the Capital Improvement Program, physical planning for the campus, and campus-wide space management and inventory; lease and license administration (office, cell sites, ATM's, etc.); public/private joint ventures (third-party development); acquisition and disposition of real property; the Faculty Housing Program; the Mortgage Origination Program; and providing the Riverside campus with a physical environment which supports the teaching, research and public service goals of the university.

### ❖ Essential Functions:

Under the general direction of the Executive Director of Architects and Engineers, the Inspection & Quality Assurance Manager, in consultation with the Senior Project Managers, develops, implements and manages a cost-effective plan of inspection and quality assurance for an assigned project that conforms to contract specifications and the most current approved project plans.

### **Key Responsibilities include:**

- Manage the Capital Projects Inspection and Quality Assurance Building program and minimize construction related legal and financial risks by:
  - Providing information and recommendations to Contractors, Project Managers and Inspectors on construction related matters and advising on effective construction means, methods and techniques.
  - Reviewing engineering and architectural drawings and specifications to monitor the design process and ensure compliance with plans and schedules.
  - Overseeing the delivery and use of materials, tools, and equipment, quality of construction, worker productivity, and safety.
  - Supervising the completion of all construction in accordance with the engineers and architect's drawings and specifications and prevailing building codes.
  - Evaluating the progress of each project under construction and taking corrective action to resolve problems or field related construction issues in a timely and effective manner, while assessing their impact on project schedules, costs, budgets and the efficient operation of the department.
  - Scheduling, coordinating and reviewing external inspection services required on construction projects.
  - Coordinating construction and inspections activities and resource requirements with Physical Plant, Transportation and Safety, and University Management
  - Chairing the selection committee for all special inspection, material testing and pre-installation meetings; and attending all pre-construction and weekly construction project meetings
- Ensure inspection programs are implemented, in accordance with legal and regulatory requirements, UCR, and UCOP policies by:
  - Meeting with the Executive Director of Architects and Engineers and individual Architects, Engineers, and Project Managers to review and coordinate the project closing process, provide updates, and discuss any potential impacts (positive or negative) related to administrative or procedural matters
  - Recommending construction, claims, and status controls and improvements to the Executive Director-Architects and Engineers and the Associate Vice Chancellor/Capital Programs
  - Acting as the primary liaison with state regulatory agencies concerning project requirements, i.e. DSA and State Fire Marshal
  - Operating as an interdepartmental liaison between Inspection and Environmental Health & Safety (EHS) on Fire Life Safety, hazardous materials, and project safety issues
  - Meeting with the inspection team to assure effective project inspection execution, documentation, and procedural compliance
  - Monitoring the completion of construction logs and following up on missing information with Project Managers and Inspectors

**Key Responsibilities continued:**

- Reviewing submittal turnarounds, schedule submittal dates and late submittals
- Reviewing late RFI responses, outstanding issues, Field Orders issued by Project Managers and Change Order Requests
- Assisting with the development of procedures for construction inspection guidelines and project information for contractors and design professionals
- Manage the Capital Project Inspection and Quality Assurance budget by:
  - Participating in the budget development process to establish appropriate funding requirements for inspection activities
  - Monitoring fund source utilization for UC Riverside Inspector costs, special inspection costs, material-testing costs, and evaluating contractor payments to ensure expenditures do not exceed allocation and comply with campus and system wide financial policies
  - Providing the Executive Director of Architects and Engineers with accurate and timely reports that illustrates the budget status
  - Managing the process of claims resolution under the direction of the Associate Vice Chancellor and Executive Director
- Implement the divisional talent and personnel development strategy by:
  - Providing leadership, supervision, and direction to both internal and external inspection and quality assurance team members, who are responsible for code compliance construction work
  - Completing annual performance evaluations of assigned personnel
  - Delivering developmental feedback to each employee regarding their performance
  - Recommending professional development and job training opportunities
  - Resolving informal grievances and complaints or recommending disciplinary action as
  - Supporting the division's long range planning process by assisting management with the development of inspection and quality assurance goals and objectives

**❖ Minimum Requirements:**

**Education and Experience:** Registered Certificate in Construction Inspection and seven (7) years of experience in building or utility project management, including three (3) years of experience as an inspector or superintendent of major construction work; or an equivalent combination of education and experience

Working **knowledge** of construction means, methods and techniques; schedules, contracts, change orders, cost estimating, bidding and design build process, dispute resolution and claims analysis; safety and hazardous waste management equipment, regulations, procedures, and strategies; and environmental planning, landscape architecture, engineering, and/or construction management

Demonstrated **skill and experience** effectively managing construction projects and schedules; leading a project team; monitoring the construction design process; managing a budget; ensuring inspection and quality assurance documentation is accurate and complete; and supervising inspection and quality assurance staff; and working with executive management to adopt changes and better align processes with operating objectives; and supervising inspection and quality assurance staff

**Ability** to work in a diverse and fast paced environment with multiple priorities and deadlines; plan and organize a team effort; consistently use original and creative thinking skills to analyze a wide range of policy ramifications, situational problems, and to offer a range of options for resolution; and work with executive management to adopt changes and better align processes with operating objectives

**❖ Preferred Qualifications:**

Bachelor's Degree in Construction Management, Quality Assurance or a related field; and knowledge of UCR standards and federal, state and local codes as they pertain to design and construction

**❖ Conditions of Employment:**

This is a **full-time career** position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Overtime may be required. The budgeted annual starting salary range for this position is **\$58,800 - \$107,200** . All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

**❖ Benefits of Belonging:**

We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, visit: [http://atyourservice.ucop.edu/employees/new\\_employee/orientation.html](http://atyourservice.ucop.edu/employees/new_employee/orientation.html).

**❖ Application Instructions:**

To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website <http://jobs.ucr.edu> and selecting the browse jobs link. The Inspection and Quality Assurance Manager position number is **201108091079**.

**❖ Filing Date: Open until filled**