

Civil Structural and Architectural (CSA) Manager

Duke Kunshan University

Job Description

Position Overview:

The Civil Structural and Architectural (CSA) Manager will play a key role in campus project to manage design, construction, testing & commissioning related with CSA stuff of campus projects. This person will coordinate consultancy, LDI, project management company and contractors of CSA scope of works, ensure that the CSA works correctly and efficiently meet the requirements of academic and operation. Strong and professional high-end detail decoration background are preferred.

Reports to:

General Manager of Phase II Campus Project

Essential Duties:

- Collect requirements from stakeholders and Establish CSA standard/requirement for campus design development.
- Working with internal team for academic/operational requirement and regularize it to engineering standard/requirement.
- Planning and conceptualization of the functional demands from CSA knowledge for campus development.
- Provide flexibility provision to capture future academic and operation development requirement.
- Manage/co-ordinate with discipline consultants, architect and interior designer, LDI to finalize the CSA concept for campus engineering design development.
- Review/approve CSA consultant, LDI design with alignment of other disciplines and ensure the stakeholders' requirements being fully incorporate.
- Review/approve all related submissions with high quality and reliable functional demands, take appropriate professional actions correctly.
- Focus on CSA quality management, carry out periodically site visiting, monitoring/checking the quality of site installation works; prepare inspection report to ensure the compliance in term of system design and installation quality.
- Manage/Coordinate consultant/contactor for CSA inspection and testing.
- Manage/Coordinate Project Management Company/consultant/contractor for the completion

documents and handover to campus management.

- Sourcing energy saving initiatives, analyze the capital cost/operating cost/return and feasibility.
- Adhere EHS management and take EHS responsibility in his liable areas; Promote EHS culture.
- Perform other duties as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Qualified with 8 years above experience and proven track record in CSA engineering and management with MNC firms in China (prefer oversea experiences).
- Large scale public complex buildings, higher education campus development, design and construction experience.
- Specialize in CSA scope of works with general technical knowledge (more high-end detail decoration experience preferred).
- Well-familiar with Chinese Construction Laws and regulations.
- Well-familiar with Chinese CSA design code and regulations.
- Well-familiar with Chinese CSA material code and market.
- General legal, contractual and commercial sense are required.
- Ability and confidence to quick identify key CSA issues with risk management mindset for campus/public building development and site construction.
- Proven record of accomplishment in CSA design/development for campus/public building complex development.
- Possess superior communication and interpersonal skills.
- Proficient English skills.