Procedures that must be followed to ensure full **compliance** with the law

为确保严格遵守法律所必须遵行的程序

2.

There are penalties for non-**compliance** with the fire regulations.

不遵守消防规章的行为要受到处罚。

* Provide project and construction management within the Google Real Estate and Development team.
* Be responsible for project budgets and alignment with the design and construction team goals.
* Manage project schedules, oversee project meetings, liaise with architects and contractors, and report progress to broader cross-functional teams.
* Manage and report status of Project Initiation Forms (PIFs), Capital Authorization Funding (CAFs) and CAF Change Orders.
* Manage and maintain project budgets with weekly status updates and ownership of reporting forms.
* Analyzing potential site locations and then creating business cases for site acquisition.
* Managing vendors and purchasing during the site acquisition process.
* Ensuring compliance with all applicable regulations.
* Interfacing with stakeholders like landlords, government employees, community officials and legal counsel.
* Maintaining database systems and reports pertaining to cellular site projects.
* Bidding sites out to turnkey vendors and choosing vendors for awards.
* Partner with the Space Planning team and Portfolio Planning team to define the scope of the projects
* Refine the testfit and blocking plans for all projects
* Develop and maintains the Cigna workplace guideline standards
* Update and continue to improve the construction standards
* Ensure that the concept design aligns with the Cigna workplace guidelines standards
* Develop move in package
* Responsible for the design review of all projects

Responsibilities when delivering portfolio projects 

* Coordinate with internal stakeholders to develop and review project scope
* Ensure all permits are obtained and inspections are scheduled to ensure projects are delivered on scope, budget, and schedule while also providing a positive experience for Cigna business units.
* Identify, monitor, report and escalate project-related issues to achieve timely resolution.
* Develop and implement corrective action plans to mitigate impact to project schedules and overall business objectives. Lead weekly project meetings and ensure that action items are addressed appropriately and expeditiously
* Utilize project tracking tools and systems to accurately document milestones completions, project issues, corrective action plans, project jeopardies, and overall project completions.
* Coordinate pre-construction scope requirements and handoff with the local facilities management team.
* Maintain excellent communication with real estate team and internal stakeholders to ensure early identification of issues and a timely reporting of status.
* Lead the change management effort on the assigned projects
* Responsible for overall safety of job site including subcontractor, insuring compliance with all safety, fire code and OSHA regulations.
* Generate and review with General Contractor any damage, repair and/or punch list.
* Oversee project close out and handover to the FM team; ensuring completion of final inspection, punch list, and financial close.
* Responsible for managing the decommissioning of sites that are to be vacated from
* Complete lessons learned report

Supervises and directs all aspects of a community including obtaining permits and approvals. Coordinates with other department heads and outside consultants for architectural design and site planning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Supervises and directs all aspects of obtaining necessary permits and approvals for assigned communities from local jurisdictions
* Responsible for maintaining community and construction schedules
* Responsible for coordinating input from Division Executives regarding site and architectural design
* Supervises and coordinates with outside consultants including architecture, civil engineering, landscape architecture and soils engineering in preparation of required construction applications
* Responsible for the creation and maintenance of site budgets
* Negotiates contracts for services to be performed by outside consultants such as architecture, civil engineering, landscape architecture and soils engineering.
* Assists in preparing feasibility studies
* Coordinate DRE Processing and CC&R’s. Set up HOA’s and may acts as a liaison and board member
* Responsible for securing and exoneration of any necessary bonds
* Responsible for coordination of model complexes and conditional use permits
* Responsible for support of the Operations Department during the construction process
* Perform all other duties as assigned

What work do you do?

I am a project manager of a small real estate firm whose owner is my relative. I am mainly responsible for construction of the commercial building. Our project begins with the land acquisition. One of my colleagues is in charge of that part. After that, it’s my turn. I need to supervise and direct all aspects of obtaining necessary permits and approvals from various departments of government. First one is the land certificate, which is granted by the homeland department. Then I will choose a company to do schematic design. This process usually takes two months. During that period, I must review the design and coordinate with my boss and designers for the façade and floor plan for many rounds. We cannot do the detail design until the planning bureau permits the conceptual plan. They usually check many aspects such as environment influences, transportation, water supply, and sewage system etcetera. After the detail design is finished, we put this building project out to tender, compare bids and make final decision. It usually takes 1 year to do the construction. During that period, I monitor the schedule, identify the quality and safety problems and figure out a timely resolution. At the end of the project I need to review the damage and oversee the repair by the general contractor. After that it’s the handover to the leaseholder.

* put a building project 'out to tender'

Do you like your jobs?

No, now I don’t think I like it. First, it’s not interesting. What’s more important is that the economy is getting worse; I cannot earn enough money to cover the monthly mortgage payment.

Is it interesting?

No. First, it’s not a creative and challenging job. I get boring easily since I only need to follow the same procedure and do the same wok repeatedly.

Will you continue doing this job in the future?

What are your responsibilities at work?

