

Massachusetts School Building Authority

Job Description

Job Title: Assistant Project Manager
Department: Capital Planning
Reports To: Senior Project Manager
FLSA: Non-exempt
Rate: \$30.93 - \$37.11
Salary: \$60,330.12 - \$66,363.114

Position Summary

The Construction Administration Team manages school building projects from design development through bidding, contract award, construction, commissioning and project close-out.

The Assistant Project Manager works with a motivated team reporting to a Senior Project Manager to accomplish the vital function of monitoring the scope, schedule and budget of Massachusetts public school projects while assisting in the day-to-day management of these projects. As part of a small team in a quasi-independent state agency, the Assistant Project Manager contributes to the MSBA's mission of partnering with school districts to build the best schools possible for Massachusetts students.

Essential Responsibilities

- With guidance from team members and Senior Project Manager, review and monitor project schedules, budgets and scope while tracking project-specific events, costs and construction developments.
- Participate in site visits of MSBA school projects during construction, participating in the monitoring of project schedules, budgets and scope, while tracking the latest construction practices and cutting-edge school design that advance the most current educational programming. Report progress and observations to department staff at weekly meetings.
- Assist in preparing change order documentation as member of team reporting to a Senior Project Manager; perform preliminary review of other required submittals for funded capital projects for quality of work and guideline conformance.
- Assume responsibility for specific initiatives assigned by the Senior Project Manager that implement best practices for school building, from the quality and cost-effectiveness of construction, to long-term durability and sustainability.
- Participate in project meetings addressing project status, funding agreements, amendments, and change orders and prepare meeting minutes and action items.
- With guidance from team members and a Senior Project Manager, review reimbursement applications through final audit.
- With guidance from team members and Senior Project Manager, analyze and compile funding basis in the grant close-out process.

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Other Responsibilities and Duties

- Perform other duties as assigned.

Supervisory Responsibilities

- N/A

Required Education, Experience, and Skills (unless otherwise noted)

- Bachelor's degree in a relevant field.
- One to three years professional experience. Qualified graduates entering the workforce directly from college will also be considered.
- Knowledge of, or demonstrated interest through education, in construction project administration, compliance monitoring, claims processing.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint and Outlook.
- Ability to manage multiple tasks, involving complex and varying problems.
- Strong oral and written communication skills and excellent analytical skills.
- Ability to work both independently and as part of a team.
- Ability and willingness to travel to project sites in Massachusetts on average once a week or every other week.
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Approved by: Deputy CEO/Executive Director

This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

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