

# Massachusetts School Building Authority

## Job Description

**Job Title:** Project Manager 2  
**Department:** Capital Planning (Feasibility & Schematic Design Team)  
**Reports To:** Deputy Director of Project Management  
**FLSA/Grade:** Exempt / 11  
**Salary:** \$80,299 - \$88,329

### Purpose

The MSBA is seeking to hire one or more qualified individuals interested in joining our team of professionals in the continued efforts of the MSBA's mission of partnering with Massachusetts communities to support the design and construction of educationally appropriate, flexible, sustainable, and cost-effective public-school facilities.

### Job Summary

The MSBA's Feasibility & Schematic Design Team Project Managers ("Project Managers") conduct independent technical review of preliminary design and schematic design submittals and manage the feasibility study and design activities of assigned MSBA capital projects through the MSBA's grant program. Project Managers apply MSBA's policies, agreements, and practices in generating grant recommendations for capital projects seeking approval by the MSBA's Board of Directors.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Perform technical review of feasibility studies, schematic designs, cost estimates, and related documents for capital projects as they proceed through preliminary and schematic design phases with minimal supervision.
- Provide technical review of plans, specifications, cost estimates, and related documents prepared by professional consultants to verify compliance with program criteria, code requirements, and procurement regulations and statutes with minimal supervision.
- Prepare written technical review comments, letters, and/or e-mails to school districts, local officials, and consultants in accordance with MSBA policies and practices with minimal supervision.
- Lead project meetings with local officials, consultants, community members, and MSBA staff.
- Ensure consultant contract compliance during preliminary and schematic design phases in accordance with MSBA policies, procedures, and regulatory requirements.
- Review monthly reports for capital projects and prepare regular updates and monitor changes associated with scope, schedule, and budget.
- Prepare and present status of assigned projects including associated conformance with MSBA agreements, scope, schedule, and estimated costs.
- Populate project-specific data for all assigned projects into MSBA's project management database as part of the regular monitoring of projects.
- Review school district requests for payment ("reimbursement requests") for assigned projects and assist in the analysis and compilation of project documentation to support potential grant recommendations.
- Analyze and recommend eligibility of project costs associated with school construction projects.

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- Assist in specific initiatives to review and enhance MSBA processes and practices in support the overall needs of the Capital Planning department.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Potential participation in the preparation and coordination of documents and/or presentation materials required for MSBA subcommittees and Board of Directors meetings.
- Potential to assist in the creation and delivery MSBA training and public outreach presentations and/or publications.
- Potential to participate in the MSBA's Owner Project Management Review Panel, Designer Selection Panel, or various task forces.
- Involved in task coordination that manage and coordinate task assignments related to assigned projects to junior staff and provide technical oversight and guidance.
- Potential to perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in at least one of the following: architecture, engineering, construction, project management, or related field.
- Four-to-seven years of experience associated with architecture, design, construction, project management, or other applicable disciplines.

### **PREFERRED QUALIFICATIONS**

- Demonstrated experience associated with public construction and/or educational facilities, knowledge of Massachusetts public bidding laws, and/or previous experience working with federal, state, county, or local government.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- Knowledge of the feasibility study and design processes from conceptual phases through construction documents.
- Proficiency in Office 365 software applications, including Excel, Word, PowerPoint, Outlook, and Sharepoint.
- Ability to effectively manage multiple tasks involving complex and varying problems.
- Strong verbal and written communication skills.
- Demonstrated ability to gather, analyze, and present complex technical information in a clear, concise, and understandable manner.
- Ability to work both independently and as part of a team.
- Ability and willingness to occasionally visit project sites.

*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.*