

Massachusetts School Building Authority

Job Description

Job Title: Project Manager 1 - Construction Administration
Department: Capital Planning
Reports To: Senior Project Manager
FLSA: Exempt
Grade: 8
Salary: \$72,999.45 - \$80,299

Position Summary

The MSBA's Construction Administration Team manages MSBA capital pipeline projects from design development through bidding, contract award, construction, commissioning and project close-out.

The Project Manager 1 works with a motivated team reporting to a Senior Project Manager for core program projects and Accelerated Repair Projects ("ARP"). The Project Manager 1 will be responsible for core program projects working directly under the supervision of a Senior Project Manager or a Project Manager 2. The Project Manager 1 manages ARP projects independently, with minimum guidance and mentoring from the Senior Project Manager, through schematic design, design development, construction and final audit.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitor project schedules, budgets and scope for core program and ARP projects while tracking project-specific events, costs and construction developments;
- Monitor project schedules, budgets and scope for core program and ARP projects to ensure compliance with MSBA guidelines and funding agreements.
- Participate in site visits of MSBA school projects during construction and assume lead responsibility for review of schedule and deliverables on the site visits as an integral aspect of MSBA's monitoring project schedules, budgets and scope. Report progress and observations to department staff at weekly meetings.
- With guidance from team members and Senior Project Manager, review design development documents and prepare and issue review comments for core program projects.
- With guidance from Senior Project Manager, review budget, budget revision requests, and cash flow.
- Prepare and review change order documentation including eligibility requirements on core and ARP projects.
- Review cost estimates, project scope, and budget development and other required submittals to recommend grant for ARP projects.
- With guidance from Senior Project Manager, monitor contract compliance during construction of core and ARP projects with MSBA procedures and policies, regulatory requirements and engineering standards.
- With guidance from Senior Project Manager, lead in project meetings addressing project status, funding agreements, amendments and change orders. Review OPM reports for core program projects and provide weekly updates to the Senior Project Manager.

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- Review reimbursement applications for core and ARP projects through final audit and prepare recommendations for approval of final grant payment.
- Analyze and recommend eligibility of project costs for reimbursement in core projects. Determine eligibility of project costs for reimbursement in ARP projects.
- Assume responsibility for specific initiatives assigned by the Senior Project Manager that improve MSBA processes and implement best practices for school building, from the quality and cost-effectiveness of construction, to long-term durability and sustainability.
- Participate in Capital Planning and Construction Administration subcommittees and procurement committees, from time to time, as may be needed.
- Participate in the preparation and coordination of materials required for MSBA subcommittee and Board of Director Meetings.
- With guidance from team members and Senior Project Manager, deliver MSBA training and public outreach presentations and/or publications.

REQUIRED EDUCATION, KNOWLEDGE and SKILLS

- Bachelor’s degree in a related field
- Two to five years of design, construction or applicable experience. Experience with public construction preferred.
- Knowledge of construction project administration, contract compliance monitoring and claims processing and construction methods.
- Knowledge of Massachusetts laws, including MGL Chapter 30, Chapter 149 and 149A, and Chapter 7 preferred.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint and Outlook.
- Experience with data analysis utilizing complex spreadsheets.
- 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 travel occasionally to project sites.
- Experience working with federal, state, county, or local government preferred.

Approved by: _____
Deputy CEO / Executive Director Date

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.