

Massachusetts School Building Authority

Job Description

Job Title: Project Manager 2 - Construction Administration
Department: Capital Planning
Reports To: Senior Project Manager/Project Manager 3
FLSA: Exempt
Grade: 11
Salary: \$80,299 to \$88,329

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 2 (PM2) works with a motivated team reporting to a Senior Project Manager to manage multiple core program projects independently with minimum supervision. The PM2 independently reviews design submittals and project funding amendments for conformance with MSBA scope and guidelines. The PM2 also reviews, verifies for accuracy and recommends for eligibility district submittals including reimbursement requests, change orders and budget revision requests.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manage project schedules, budgets, cost estimates and scope to ensure compliance with MSBA guidelines and funding agreements while tracking project-specific events, costs and construction developments.
- Conduct site visits of MSBA projects during construction as an integral aspect of managing project schedules, budgets and scope.
- Review design development documents, budget and schedule for funded projects and issue design review comments.
- Review budget, budget revision requests and cash flow.
- Review change order documentation on assigned projects and as a peer reviewer and recommend eligibility.
- Ensure contract compliance during construction with MSBA procedures and policies, regulatory requirements and engineering standards.
- Based on the Owner's Project Manager ("OPM") reports, identify variances, deficiencies in contract execution and outcomes, and address with the OPM. Identify actions and resolve as needed in response to the OPM report.
- Lead project meetings in regard to project status, funding agreements, amendments, project deliverables and change orders.
- Review and approve reimbursement applications through final audit and prepare recommendations for approval of final grant payment.
- Review Commissioning Consultant reports to identify issues and prepare necessary status summaries.
- Lead on 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.

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- Maintain concentration in such areas as budget revision requests, closeout, review comments, cost data publication, monthly reports and commissioning.
- 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 required for MSBA subcommittee and Board of Director Meetings.
- Develop and deliver MSBA training and public outreach presentations and/or publications.

SUPERVISORY RESPONSIBILITIES:

- Assist the Senior Project Manager in training Project Manager 1 and Assistant Project Manager personnel.
- Assist in the recruitment and hiring of personnel with guidance from Senior Project Manager.

REQUIRED QUALIFICATIONS

- Bachelor's degree in a related field
- Five to ten 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.
- 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

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.