

Massachusetts School Building Authority

Job Description

Job Title: Assistant Project Manager – Construction Administration
Department: Capital Planning
Reports To: Project Manager 3
FLSA: Non-exempt
Level: 8
Salary: \$62,321 - \$68,553

The Massachusetts School Building Authority ("MSBA") is a quasi-independent government authority created to reform the process of funding capital improvement projects in the Commonwealth's public K-12 schools. The MSBA strives to work with local communities to create affordable, educationally appropriate, sustainable, and energy efficient schools across Massachusetts and is seeking qualified individuals interested in joining our team of professionals in the continued efforts of the MSBA's mission.

JOB 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 Project Manager 3 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 team's success by assisting project managers in support of their projects through each phase of the capital pipeline process, and the MSBA's mission of partnering with school districts to build the best schools possible for Massachusetts students.

REQUIRED QUALIFICATIONS

- Bachelor's degree in one of the following: project management, construction, architecture, engineering, or a related field.
- One-to-three years of experience associated with construction, project management, building design or other applicable disciplines.
- Qualified graduates entering the workforce directly from college will also be considered.
- Knowledge of, or demonstrated interest through education, construction project administration, compliance and schedule monitoring, and claims processing.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint, SharePoint, Teams and Outlook.
- Ability to effectively manage multiple tasks, involving complex and varying problems.
- Strong verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Ability and willingness to travel occasionally to project sites in Massachusetts.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- With guidance from team members and Project Manager 3, review and monitor project schedules, budgets and scope while tracking project-specific events, costs and construction developments.
- Participate and report on site visit activity of school building projects during construction,

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both at the project site as well as remote visits with the project team.

- Participate in the monitoring of project schedules, budgets and scope. Report progress and observations to department staff at weekly meetings.
- Assist in reviewing and preparing change order documentation as member of a team reporting to a Project Manager 3; 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 Project Manager 3 that implement best practices for school building, from the quality and cost-effectiveness of construction to long-term durability and sustainability with the latest developments in clean energy strategies for building construction.
- Participate in project meetings addressing project status, funding agreements, budget amendments, change orders and prepare meeting minutes and action items.
- With the guidance from team members and Project Manager 3, assist and analyze reimbursement applications, budget revisions, design submission review comments, monthly reports and closeout documents.

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.