

Massachusetts School Building Authority

Job Description

Job Title: Project Manager 2 - Construction Administration
Department: Capital Planning
Reports To: Project Manager 3
FLSA: Exempt
Grade: 11
Salary: \$82,949 to \$91,244

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

This Project Manager 2 position is a member of the MSBA's Construction Administration Team that manages MSBA-funded capital projects from design development through bidding, contract award, construction, commissioning and project close-out.

The Project Manager 2 works with a motivated team reporting to a Project Manager 3 to manage multiple major projects and repair projects. The Project Manager 2 independently reviews design submittals and Project Funding Agreement amendments for conformance with MSBA policies, agreements and practices. The Project Manager 2 also reviews, verifies for accuracy and recommends for eligibility district submittals including reimbursement applications, change orders and budget revisions.

REQUIRED QUALIFICATIONS

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

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitor project schedules, budgets, cost estimates and scope to ensure compliance with MSBA guidelines and funding agreements, and to track construction progress.
- 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 author and issue design review comments.
- Review and report on budget, budget revisions and cash flow.
- Review change order documentation on assigned projects, complete reviews and make eligibility determinations based on policy.
- Ensure contract compliance with MSBA procedures and policies, as well as regulatory requirements during construction.

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- Review monthly project reports to understand submittal status, contract compliance, construction progress and identify variances, necessary actions, and address with the Owner's Project Manager ("OPM") as needed.
- Lead project meetings in regard to project status, funding agreements, amendments, project phase transitions, design development, construction kick-off, 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 of work summaries.
- Lead on specific initiatives assigned by the Senior Project Manager that improve MSBA processes and implement best practices for school construction.
- Manage specialty areas including budget revisions , closeout, review comments, cost data publication, monthly reports and commissioning.
- Participate and lead in Capital Planning and Construction Administration subcommittees and procurement committees, on an as needed basis.
- Participate in the preparation, coordination and presentations required for MSBA subcommittees and Board of Director Meetings.
- May assist in the development and delivery of MSBA training and public outreach presentations and/or publications.

SUPERVISORY RESPONSIBILITIES:

- Assist the Project Manager 3 in training and mentoring Assistant Project Manager and Project Manager 1 personnel.
- Assist in the recruitment and hiring of personnel.

REQUIRED QUALIFICATIONS

- 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, SharePoint, Teams 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.

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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.