

Massachusetts School Building Authority

Job Description

Job Title: Project Manager 1 - Accelerated Repair Program - Construction Administration
Department: Capital Planning
Reports To: Senior Project Manager - ARP
FLSA: Exempt
Grade: 10
Salary: \$75,408 to \$82,949

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 1 - Accelerated Repair Program position is a member of the MSBA's Construction Administration Team that manages MSBA-funded capital projects from schematic design through bidding, contract award, construction, commissioning, and project close-out.

The Project Manager 1 works with a motivated team reporting to the Senior Project Manager for the Accelerated Repair Program. The Project Manager 1 works with public school districts and consultants as part of a MSBA team to ensure conformance-with MSBA's policies, agreements, and practices for repair projects through schematic design, design development construction, and final audit. The Project Manager 1 will also review district submittals that establish grants for the repair program.

REQUIRED QUALIFICATIONS

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

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitor schedules, budgets, and scope for projects to ensure compliance with MSBA guidelines and funding agreements, and to track construction progress.
- Review monthly reimbursement requests for projects and recommend eligibility of project costs for reimbursement.
- Report on changes to the schematic design budget through the design development and bidding phases, process budget revisions, and review project cash flow for accuracy and variances.
- Review cost estimates, project scope and budget submittal to establish the grant for projects.
- Prepare and review change order documentation including recommendation of change order eligibility on projects.

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- Review monthly project reports to understand submittal status, contract compliance, construction progress and identify variances. Utilize this information as well as lead site visits to inform MSBA reporting to the Board of Directors.
- Collaborate with the project team to review and make recommendations to improve MSBA processes and inform best practices for school construction.
- Lead in project meetings addressing project status, funding agreements, amendments and change orders.
- Collaborate with the project team to develop a schedule for the timely submittal of all final documents required for final audit of projects. Coordinate with the project team to resolve any outstanding items required and reconcile and approve the final payment.
- Participate in Capital Planning and Construction Administration subcommittees and procurement committees, on an as needed basis.
- Participate in the preparation, coordination and presentation of materials required for MSBA subcommittees, roundtables and Board of Director Meetings.

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of construction project administration, mechanical, electrical, and plumbing (MEP) design, contract compliance monitoring, change orders and construction methods.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint and Outlook.
- Ability to prepare and analyze 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.

PREFERRED QUALIFICATIONS

- Experience developing and/or managing facility-based energy efficiency design and MEP retrofit projects.
- Familiarity with the design of HVAC systems in existing buildings.
- Familiarity with the design of highly efficient HVAC and non-fossil fuel based systems such as air and ground source heat pump, variable refrigerant flow (VRF), and mini-split systems.
- Experience in managing consultants who provide ASHRAE Level II energy audits and reviewing their reports and analysis.
- Certified by the Building Performance Institute (BPI) in one or more areas.
- Certified by the Association of Energy Engineers (AEE) as a Certified Energy Auditor.

