

# Massachusetts School Building Authority

## Job Description

<b>Job Title:</b>	Senior Project Manager
<b>Department:</b>	Capital Planning
<b>Reports To:</b>	Director of Construction Administration
<b>FLSA:</b>	Exempt
<b>Grade:</b>	13
<b>Salary:</b>	\$100,369 - \$125,461

### Position Summary

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

The Senior Project Manager manages the funding aspect of multiple building projects involving complex and varying technical problems through the stages of design development, construction, commissioning, and project close-out. The Senior Project Manager has a thorough knowledge of the construction industry, including project supervision, construction regulations, document review, cost estimating, contract compliance monitoring, commissioning, and claims processing. The Senior Project Manager is responsible for the hiring, training, and supervision of personnel.

### Essential Responsibilities

- Leadership of construction project administration, compliance monitoring, and claims processing.
- Recommend MSBA policies by analyzing pertinent technical issues and information regarding the impact of proposed policies on current and future MSBA programs.
- Manage project managers in monitoring project schedules, budgets and scope, and in ensuring compliance with MSBA guidelines and funding agreements.
- Ensure all project activities are coordinated with MSBA departments and Massachusetts school districts, as appropriate.
- Review project/construction budgets and schedule projections and report on variances throughout the construction for assigned projects; manage project managers to do the same.
- Review change order documentation for reimbursement on assigned projects and review other required submittals for funded projects for quality of work and guideline conformance; manage project managers to do the same.
- Oversee and conduct site visits of MSBA projects during construction as an integral aspect of monitoring project schedules, budgets and scope.
- Manage cost estimates, project scope, and budget development.
- Ensure contract compliance during construction with MSBA procedures and policies, regulatory requirements and engineering standards.
- Manage Owner's Project Managers ("OPMs") to monitor projects effectively. Based upon OPM reports, identify variances and deficiencies in contract execution and outcomes, and address with the OPM. Identify actions and resolve as needed in response to the OPM report.

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- Oversee and directly lead project meetings in regard to project status, funding agreements, amendments, project deliverables, change orders, and final audits.
- Prepare reports for the MSBA CEO, Executive Director/Deputy CEO and MSBA Board of Directors.
- Oversee the review and approval of reimbursement applications through final audit, and the review and approval of final payment and construction close-out documents by project managers, while doing the same on projects assigned to Senior Project Manager.
- Review Commissioning Consultant reports to identify issues and prepare necessary status summaries. Assist in the preparation of Commissioning Consultant work orders.
- Periodically attend commissioning kick-off and commissioning progress meetings and assist in the resolution of any commissioning consultant matters.
- Determine eligibility of project costs for reimbursement and manage determination by project managers of eligibility of such costs.
- Manage and supervise project managers and assistant project managers.
- Lead specific initiatives to improve MSBA processes. May lead procurements.
- Review design documents; author and issue design review comments. Review budget and schedule; author and issue associated comments. Participate in internal Capital Planning peer review.
- Provide technical resources for consultant procurement, contract provisions, project schedule and District compliance with funding agreements. May participate in managing the selection and approval process for Owner's Project Managers and Designers.
- Create and deliver MSBA training and public outreach presentations and/or publications.

### **Supervisory Responsibilities**

- Recruit, select, orient, and train employees to maintain assigned staff level.
- Lead employees to accomplish departmental and individual performance results. Communicate job expectations and establish, monitor, and appraise employee performance results.
- Manage, coach, and counsel employees. Ensure employee compliance with MSBA policies, procedures, and productivity standards.

### **Required Education, Experience, and Skills (unless otherwise noted)**

- Bachelor's degree in a related field.
- Ten (10) years of construction experience, with at least two (2) years in a supervisory project management capacity preferred. Experience with public construction preferred.
- Previous experience and proven success in managing employees.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint Outlook, and Teams. Experience with Microsoft Project or other estimating and scheduling software preferred.
- Demonstrated ability to manage multiple complex projects.
- Thorough knowledge of construction industry, including project administration and supervision, construction regulations, document review, cost estimating, contract compliance monitoring, commissioning and claims processing, as well as technical skills and knowledge of construction methods. Construction regulations, document review, and cost estimating preferred.

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- Knowledge of Massachusetts laws, including MGL Chapter 30, Chapter 149 and 149A, and Chapter 7.
- Experience working with federal, state, county, or local government preferred.
- Ability to analyze and present complex technical information in a clear, concise, and understandable manner using strong budget and data analysis skills.
- Strong verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Ability and willingness to occasionally travel to project sites.

Approved by: \_\_\_\_\_  
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.*