

Massachusetts School Building Authority

Job Description

Job Title: Project Manager 1 - Feasibility and Schematic Design
Department: Capital Planning
Reports To: Project Manager 3
FLSA: Exempt
Grade: 10
Salary: \$78,245 - \$86,267

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 MSBA's Feasibility and Schematic Design Project Managers ("Project Managers") conduct independent technical review of design and construction documents and support the feasibility and schematic design activities of projects invited into the MSBA's grant program.

The Feasibility and Schematic Design Project Manager 1 ("FSD PM1") primarily supports the efforts associated with working directly with public school districts and professional consultants to ensure conformance with MSBA's policies, agreements, and practices and grant recommendations for Core Program projects seeking approval by the MSBA's Board of Directors.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES

- Provide support associated with the technical review of feasibility studies, schematic designs, cost estimates and other technical documents for Core Program projects as they proceed through the feasibility study and schematic design phases.
- Provide support associated with the technical review of plans, specifications, cost estimates, and reports for Core Program projects prepared by consultants to verify designer compliance with program criteria, code requirements, and procurement regulations and statutes.
- Ensure consultant contract compliance during preliminary and schematic design phases for Core Program projects in accordance with MSBA policies, procedures, and regulatory requirements.
- Periodically travel to school buildings and/or school building construction project sites throughout Massachusetts while representing the MSBA to observe existing conditions, as-built conditions, and/or construction progress.
- Review monthly reports for Core Program projects and prepare regular updates for Senior Project Manager(s), Design Director, and/or Director of Project Management and monitor/describe changes associated with scope, budget, and schedule.

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- Prepare and present status of assigned tasks and projects including associated conformance with MSBA agreements, scope, schedule, and estimated costs.
- Populate project-specific data into MSBA's project management database as part of the regular monitoring of projects.
- Provide support associated with the review of school district requests for payment ("reimbursement requests") for Core Program projects and assist in the analysis and compilation of project documentation to support potential grant recommendations.
- Provide support associated with analyzing and recommending eligibility of project costs associated with Core Program projects.
- Provide support associated with specific initiatives assigned by Senior Project Manager(s), Design Director, and/or Director of Project Management intended to enhance MSBA processes and initiatives in support of the overall needs of the Capital Planning department.

OTHER DUTIES and RESPONSIBILITIES

- Potential participation in the preparation and coordination of documents and/or presentation materials required for MSBA subcommittees and Board of Directors meetings.
- Potential to assist in the creation and delivery MSBA training and public outreach presentations and/or publications.
- Potential to perform other duties as assigned.

APPLICANT SUMMARY

REQUIRED QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- Demonstrated experience associated with public construction and/or educational facilities, knowledge of Massachusetts public bidding laws, and/or previous experience working with federal, state, county, or local government.

KNOWLEDGE, SKILLS, and ABILITIES

- Experience associated with public construction and/or educational facilities, knowledge of Massachusetts public procurement and bidding laws, and/or previous experience working with federal, state, county, or local government is preferred.
- Possess a thorough understanding of the design process from conceptual phases through construction documents.

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- Ability to effectively manage multiple tasks including gathering, analyzing, and presenting complex technical information in a clear, concise, and comprehensible manner.
- Ability to prioritize work assignments.
- Ability to work independently and as part of a team.
- Possess strong verbal and written communication skills.
- Ability to gather, analyze, and present data and technical information in a clear, concise, and comprehensible manner.
- Possess good attention to detail.
- Possess proficiency in Microsoft Office 365 software applications, including Excel, Word, PowerPoint, SharePoint, and Outlook. Knowledge of Tableau software is a plus.

Approved by:

Executive Directory/Deputy CEO: _____ **Date:** _____

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.