

Massachusetts School Building Authority

Job Description

Job Title: Project Manager 1 - Construction Administration
Department: Capital Planning
Reports To: Project Manager 3 – Construction Administration
FLSA: Exempt
Grade: 10
Salary: \$78,425 to \$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

This Project Manager 1 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.

Project Manager 1 works with a motivated team reporting to Project Manager 3 for major projects and repair projects. 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 major projects and repair projects through design development, construction, and final audit. 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, 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 project schedules, budgets and scope for major construction and repair projects to ensure compliance with MSBA guidelines and funding agreements, and to track construction progress.
- Review monthly reimbursement requests for major construction and repair 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 design development documents and prepare and issue review comments for major projects, identifying any variances to the agreed upon scope identified in the funding agreement.

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- Review cost estimates, project scope and budget submittal to establish the grant for repair projects.
- Prepare and review change order documentation including recommendation of change order eligibility on major construction and repair projects.
- 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 major construction and repair 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 subcommittee, roundtables and Board of Director Meetings.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of construction project administration, contract compliance monitoring, change orders and construction methods.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint 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.

Approved by: _____
Deputy CEO / Executive Director 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.