Massachusetts School Building Authority
Job Description

Job Title: Assistant Project Manager
Department: Capital Planning
Reports To: Senior Project Manager
FLSA: Non-exempt
Rate: $30.93 - $37.11
Salary: $60,330.12 - $66,363.11

Position Summary
The Construction Administration Team manages school building projects from design
development through bidding, contract award, construction, commissioning
and project close-out.

The Assistant Project Manager works with a motivated team reporting to a Senior
Project Manager to accomplish the vital function of monitoring the scope,
schedule and budget of Massachusetts public school projects while assisting in the
day-to-day management of these projects. As part of a small team in a quasi-
independent state agency, the Assistant Project Manager contributes to the
MSBA’s mission of partnering with school districts to build the best schools
possible for Massachusetts students.

Essential Responsibilities
• With guidance from team members and Senior Project Manager, review and monitor
project schedules, budgets and scope while tracking project-specific events, costs and
construction developments.
• Participate in site visits of MSBA school projects during construction,
participating in the monitoring of project schedules, budgets and
scope, while tracking the latest construction practices and cutting-
edge school design that advance the most current educational
programming. Report progress and observations to department staff
at weekly meetings.
• Assist in preparing change order documentation as member of team reporting
to a Senior Project Manager; perform preliminary review of other required
submittals for funded capital projects for quality of work and guideline
conformance.
• Assume responsibility for specific initiatives assigned by the Senior
Project Manager that implement best practices for school building, from
the quality and cost-effectiveness of construction, to long-term
durability and sustainability.
• Participate in project meetings addressing project status, funding
agreements, amendments, and change orders and prepare meeting minutes
and action items.
• With guidance from team members and a Senior Project Manager, review reimbursement
applications through final audit.
• With guidance from team members and Senior Project Manager, analyze and compile
funding basis in the grant close-out process.
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Other Responsibilities and Duties
- Perform other duties as assigned.

Supervisory Responsibilities
- N/A

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

- Bachelor's degree in a relevant field.
- One to three years professional experience. Qualified graduates entering the workforce directly from college will also be considered.
- Knowledge of, or demonstrated interest through education, in construction project administration, compliance monitoring, claims processing.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint and Outlook.
- Ability to manage multiple tasks, involving complex and varying problems.
- Strong oral and written communication skills and excellent analytical skills.
- Ability to work both independently and as part of a team.
- Ability and willingness to travel to project sites in Massachusetts on average once a week or every other week.

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.