

**Job Title:** Project Manager 2 – Project Team  
**Department:** Capital Planning  
**Reports To:** Deputy Director of Project Management / Design Director  
**FLSA:** Exempt **Work Hours:** 37.5  
**Grade:** 11  
**Salary Range:** \$82,949.27 to \$91,244

**If you are good at:**

Reviewing architectural design.  
Evaluating technical reports and cost estimates.  
Effectively managing your time.  
Balancing competing priorities.  
Presenting ideas and information.  
Telecommuting (Hybrid)

*Then this opportunity may be of interest to you.*

We are seeking an experienced Project Manager to join our Project Team to review and process design submittals, generate potential school construction grants, and work collaboratively with other departments within the MSBA.

**Position Summary**

In this position, you will conduct technical reviews of school building design submittals received by the MSBA. You will also manage assigned school projects as they progress through the MSBA's grant process by applying policies, and practices, and adhering to agreements with the goal of preparing recommendations for school construction projects seeking approval from the MSBA's Board of Directors.

This is an excellent opportunity for an individual who is detail oriented and has a thorough understanding of the architectural design and review process of buildings.

We are seeking a Project Manager who embodies the MSBA's core values of accountability, consideration, and teamwork.

We encourage you to apply if being involved in public K-12 school construction projects and performing technical review of school building design submittals energizes you. The ideal candidate is highly detail oriented, can prioritize tasks, effectively manage time, and is able to summarize and present technical information.

**About the MSBA**

Funding affordable, sustainable, and efficient schools in partnership with local communities across the state of Massachusetts is what we do at the MSBA. We fund, through a grant application and approval process, public schools Kindergarten to grade 12 capital improvement or renovation projects. Funding is made available through the dedicated 1% sales tax revenue the Authority receives. The capital funding of public-school projects is solid evidence of

taxpayers' dollars at work. We use subject matter experts in architecture, design, construction project management, and civil engineering, to help us make informed recommendations to our Board of Directors to approve school project funding. Visit us at <https://www.massschoolbuildings.org> to learn more about the MSBA for the detailed job description.

### **Key Position Highlights**

- Perform technical review of architectural design submittals including: feasibility studies, schematic designs, cost estimates, and other related documents for assigned projects as they proceed through various design phases.
- Provide technical review of related documents prepared by professional consultants that may include verifying compliance with program criteria, code requirements, and procurement regulations and statutes.
- Prepare written technical review comments, letters, and/or e-mails to school districts, local officials, and consultants in accordance with MSBA policies and practices.

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

- Bachelor's degree in architecture, engineering, project management, construction, or related field including building planning and design.
- Four (4) years to seven (7) years in related fields.
- Extensive computer knowledge (Windows) and working proficiency in Microsoft Office365.

### **Physical Requirements**

Frequent sitting for long periods of time.

Interested in hearing more? Easy, apply now or visit our site to learn more.

<https://www.massschoolbuildings.org/employmentopportunities>