

# Massachusetts School Building Authority

## Job Description

**Job Title:** Project Manager 3 - Construction Administration  
**Department:** Capital Planning  
**Reports To:** Senior Project Manager  
**FLSA:** Exempt  
**Grade:** 12  
**Salary:** \$91,244 to \$101,509

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 Project Manager 3 position is a supervisory position 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.

The Project Manager 3 manages major Core Program projects and Accelerated Repair Program ("ARP") projects individually and provides supervision of team's projects. In addition, the Project Manager 3 will be responsible for assigned Construction Administration program areas, including, but not limited to, the management of project funding agreements and amendments, final audits, cash flow, change orders, commissioning, construction cost data, program areas for major construction and repair projects, project controls, recruitment, training and supervision of personnel.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in one of the following: project management, construction, architecture, engineering, or a related field.
- Five-to-ten years of experience associated with construction, project management, building design or other applicable disciplines.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Monitor major construction and repair projects independently demonstrating thorough knowledge of MSBA policies and processes of all construction administration deliverables including reimbursement requests, design review comments, Project Funding Agreement bid amendments, budget revisions, cash flow, change orders, commissioning, and final audits.
  - Review monthly project reports to understand submittal status, contract compliance, construction progress and identify variances, necessary actions, and address with the Owner's Project Manager ("OPM") as needed. Review and report on design documents, budget, and schedule for funded projects; author and issue design review comments.
  - Lead project meetings in regard to project status, funding agreements, amendments, project phase transitions, design development, construction kick-off, project deliverables, change orders, and closeout.

# Massachusetts School Building Authority

## Job Description

- Conduct site visits of MSBA projects during construction as an integral aspect of monitoring project schedules, budgets, and scope.
- Review and approve reimbursement applications through final audit and conduct analysis in the grant close-out process, demonstrating thorough knowledge of eligibility, exclusions, and reimbursement in accordance with physical progress.
- Monitor project schedules, budgets, cost estimates, and scope, and ensure compliance with MSBA guidelines and funding agreements.
- Review commissioning consultant reports to identify and resolve any issues and prepare status summaries.
- Review change order documentation on assigned projects, provide peer reviews and make eligibility determinations based on policy.
- Attend commissioning site visits and demonstrate thorough knowledge of commissioning requirements, schedule, and status of work.
- Ensure contract compliance during construction with MSBA procedures and policies, regulatory requirements, and engineering standards.
- Collaborate with the project team to review and make recommendations to improve MSBA processes and inform best practices for school construction.
- If assigned, for the Accelerated Repair Program, supervise and manage the project managers, review schematic design submittals to prepare grant recommendations for the Board of Directors; oversee the timely tracking and quality of design submissions, Project Funding Agreement bid amendments, and change orders; manage data and update reports for the Accelerated Repair Program and support the review and due diligence for the annual ARP Statement of Interest.
- Manage program areas for the Capital Planning Department, as assigned, including the management of Project Funding Agreements and amendments, final audits, cash flow, change orders, commissioning, construction cost data, the Accelerated Repair Program (“ARP”), project controls and analysis of trends, and policies and practices of the Capital Planning Department.
- Lead in the analysis of trends as well as policies and practices of the Capital Planning Department.
- Prepare reports for the MSBA CEO, Executive Director/Deputy CEO, Director of Capital Planning and the MSBA Board of Directors.
- Develop and deliver MSBA training and public outreach presentations and/or publications.

### SUPERVISORY RESPONSIBILITIES

- Recruit, train and supervise 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 assigned project managers in the successful completion of their projects, growing their skills and mastery of all construction administration deliverables and ensuring their work is in compliance with MSBA policies.
-

# Massachusetts School Building Authority

## Job Description

### **REQUIRED QUALIFICATIONS (unless otherwise noted)**

- Supervisory experience preferred.
- Knowledge of construction project administration, contract compliance monitoring, change orders, and construction methods.
- Knowledge of Massachusetts laws, including MGL Chapter 30, Chapter 149 and 149A, and Chapter 7.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint, SharePoint, Teams and Outlook.
- Experience with data analysis utilizing complex spreadsheets.
- Ability to effectively manage multiple tasks simultaneously, 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.
- Experience working with federal, state, county, or local government preferred.

**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.*