



Job Title	Project Manager
Department	Design and Construction
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position assists in coordinating a comprehensive program of renovation and construction of municipal buildings in cooperation with user agencies and the Department of Public Facilities and overseeing the direct responsibilities of the Permanent Public Building Committee (PPBC). Provides expertise in helping to resolve issues to satisfy project schedule, budget, and scope.

Supervision

Received	Director of Design and Construction
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Assist in the development and updating of long-range plans for administering municipal construction and renovation projects. Work with Town agencies to develop project scope, cost estimates, and schedules; prepare request for proposals in conjunction with Assistant Town Manager/Finance Director, Town Counsel, and User agencies; coordinate the preparation of legal and central registry notices; represent the Town in obtaining all permits and required state approvals for assigned projects.
- Assist with the oversight, coordination, scheduling and direct as necessary the work of Town design consultants, attend design meetings with consultants, and attend job construction meetings. Assist in resolving disputes between consultants, users, and Town Agencies as they occur. Review Requests for Proposals, Requests for Qualifications, consultant agreements and construction contracts; coordinate information requirements, schedules, deadlines, and status updates on projects; Provide direction, as appropriate, and resolve conflicts that hinder the progress of the project, including negotiation of fees, change orders and other matters, subject to PPBC concurrence. Provide input into design process, as necessary, to protect the best interest of the Town. Assist in maintaining project budgets for all assigned projects, and coordinate and process all disbursements.
- Act as a liaison between the PPBC and user agencies, the Town Manager, and the Finance Committee, in cooperation with the Director of Public Facilities.

- Lead construction projects as assigned including conferring on behalf of the Town with architects and contractors at intervals and on occasions appropriate to the stage of construction or renovation; observing the quality of the work and determining if the work is proceeding in accordance with the contract documents; and monitoring the construction schedule, reporting to the PPBC and architect conditions which may delay completion.
- Maintain PPBC files and prepare them for transfer to Department of Public Facilities or archives; prepare PPBC meeting agendas, schedule all attendees for PPBC-related meetings; respond to inquiries from contractors, users, staff, and the public over the telephone, in person and through correspondence.
- Assist with the preparation of the department's annual operating budget, monitor monthly budget expenditures for operating budget and project budgets for potential deficits or cost overruns.
- Assist in planning, scheduling, and assigning work to part-time Administrative Specialist; review complaints, questions, and requests for information and services from citizens, contractors, and other Town departments; prepare miscellaneous reports and forms by developing and compiling data for special or recurring reports for regulatory agencies; attend meetings of other boards and commissions to provide information and technical expertise; serve on relevant boards and committees as assigned.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

Graduation from a college or university with a Bachelor's Degree in civil engineering, architectural or construction management, or a related field, with four to six (4 – 6) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of new construction and renovation • Knowledge of construction contracting and administration • Thorough knowledge of departmental operations.
Ability to	• Demonstrated ability to meet established deadlines. • Ability to prepare routine to complex correspondence and reports. • Ability to communicate clearly and concisely with others, both verbally and in writing.
Skill in	• Demonstrated skill in planning, project management, estimating, budgeting, and scheduling. • General computer skills in word processing and spreadsheets. • Skill in compiling data and composing summary reports.

Necessary Special Requirements

- None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent periods supervising or inspecting in public buildings under construction. Occasional periods spent outside while inspecting or directing work.
- May spend extended periods on the computer, the telephone, or operating other office equipment requiring finger dexterity.
- Regular lifting and carrying of files, documents, records, and plans.
- Travel within Town to plan, oversee, or provide direct services.
- Occasional travel to other locations (Boston) for meetings with State Agencies/Departments related to project permitting or contract bid disputes.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer