



Job Title	Senior Project Manager
Department	Department of Public Works – Building Design and Construction
Employment Status	Full-time
FLSA Status	Exempt

Scope of Work

Under the general direction of the Director of Building Design and Construction (BDC), assist in coordinating a comprehensive program of renovation and construction of municipal buildings. Perform technical and administrative work in connection with managing, facilitation, and coordinating all aspects of the building process for new construction and renovation projects, in cooperation with user agencies and the Permanent Public Building Committee (PPBC). Act in the place of the Director in their absence.

Supervision

Received	Director of Building Design and Construction
Exercised	Incumbent oversees and supervises numerous contracted design professionals and contractors performing work on municipal facilities.

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 and feasibility studies for municipal construction and renovation projects. Work with Town agencies to develop project scope, cost estimates, and schedules; procure services in conjunction with Assistant Town Manager/Finance Director, Town Counsel, and user agencies; coordinate the preparation of legal and Central Registry notices; and represent the Town in obtaining all permits and required state approvals for assigned projects.
- Oversee, coordinate, schedule, and direct, as required, the work of Town design consultants and contractors. Assist in resolving disputes between consultants and contractors, users, and Town departments as they occur. Review Requests for Proposals, Requests for Qualifications, consultant agreements and construction contracts; coordinate information requirements, schedules, and deadlines regarding assigned projects; and answer questions relative to project status. Provide directions, as appropriate, and resolve conflicts that hinder the progress of the project, including but not limited to negotiation of fees, change orders and other matters, subject to PPBC and/or Town Manager concurrence. Provide input into the design process, as necessary, to protect the best

interests of the Town. Assist in maintaining project budgets for all assigned projects, and coordinate and process all disbursements.

- Act as project manager for feasibility, design, and 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 affect cost or delay completion.
- Act as a liaison between the PPBC and user agencies, the Town Manager, and the Finance Committee; in coordination with the Director of BDC.
- Act as the Owner's Project Manager (OPM) for specific municipal and school projects in accordance with guidelines set forth by MGL c 149, paragraph 44A ½ and the Massachusetts School Building Authority (MSBA). Prepare applications and related materials and coordinate all aspects of State and/or Federal financial assistance programs.
- Maintain departmental and project files, prepare PPBC meeting agendas for designated projects and schedule attendees; 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 and project budgets for potential deficits or cost overruns. Assist in the planning, scheduling and assigning work to the department's 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; and perform other, related duties as required.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Duties require seven (7) to ten (10) years of relevant professional experience in building design, construction, construction management or a related field.
- Candidates are required to have an architectural, engineering, and/or technical degree in a directly related field.
- OR any equivalent combination of experience and education.

Knowledge, Ability, and Skill

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

Knowledge of	Duties require intensive knowledge of new construction and renovation, construction contracts and contract administration, project management, public contracting, budgeting, and scheduling.
Ability to	Ability to establish personal standards of work performance within broad framework of policy and objectives set forth by the Director of BDC, the PPBC, and the Town Manager, consulting with the Director on major policy issues, project milestones and concerns, legal matters, and disputes.
Skill In	Basic word processing and spreadsheet capabilities are required.

Necessary Special Requirements

- Candidates must be able to obtain and maintain a Massachusetts Certified Public Purchasing Official (MCPPO) certification with the inclusion of Design and Construction contracting. Candidates must be able to obtain and maintain OSHA-10 certification for construction. A valid motor vehicle license is required for this position.
- Professional registration as an Architect or Professional Engineer in Massachusetts is preferred.

Physical Demands

- Frequent periods supervising or inspecting public buildings under construction.
- Occasional periods spent outside, subject to weather conditions, while inspecting or reviewing work on a construction site.
- May spend extended periods on a computer terminal, on telephone, or operating other office machines requiring finger dexterity.
- Regular lifting and carrying of files, documents, records, plans, etc.
- Travel within Town to plan, oversee, or provide review services.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer