



Job Title	Project Manager
Department	Department of Public Works – Administration
Employment Status	Full-time
FLSA Status	Exempt
Classification	Grade 10

Scope of Work

The Town of Needham is seeking a qualified individual for the position of Project Manager. Under the supervision of the Director of Administration for Public Works, the Project Manager will develop and coordinate a wide range of projects for the Department of Public Works.

The Project Manager will focus on buildings and grounds projects led by the Building Maintenance Division and the Parks & Forestry Division, reporting to the Director of Administration for Public Works. This position offers an exciting opportunity to be a part of projects such as water main replacements, downtown improvement projects, building renovations, and field renovations. The DPW is a fast paced, well-funded, forward-thinking organization that is looking to maintain and improve the infrastructure around Needham.

Supervision

Received	Director of Administration for Public Works
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.

- Manage projects throughout DPW, including building renovations, public works construction projects, and organizations projects
- Be a liaison with utility companies and ensure compliance with all notifications and hearings, coordinate and facilitate neighborhood meetings
- Determine applicable environmental requirements
- Coordinate and facilitate pre-bid meetings, site visits, and bid openings
- Work with consultants to develop project scope, cost estimates, and schedules
- Prepare bid documents in conjunction with Director of Administration for Public Works.
- Oversee, coordinate, schedule, and direct projects and consultants
- Assist in resolving disputes between consultants, users, and Town Agencies
- Communicate project status updates to internal and external user groups

- Review contract documents and ensure adherence to all contract language
- Develop work procedures consistent with Town Policies and supervise work performed by consultants or contractors in order to meet established goals, objectives, and target dates
- Assist in preparing project budgets and processing of invoices
- Schedule and run meetings with all stakeholders for key projects
- Develop presentations to Departments, Committees, and Boards on status of projects
- Prepare written instructions, resolve disputes, and prepare narrative and statistical reports

Other Job Functions

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

Requirements of Work

To be considered for the position, applicants must have at least:

- Requires intensive knowledge of specialized fields and a broad knowledge of municipal functions or activities
- Computer skills are necessary
- Requires four (4) to six (6) years of relevant professional experience

Preferred:

- Bachelor's degree in civil engineering, construction management, project management, or related field preferred

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