

Massachusetts State College Building Authority
PROJECT MANAGER

The Massachusetts State College Building Authority (MSCBA) is responsible for financing, planning, and providing design and construction services as well as oversight of the management of residence halls and student activity facilities on the nine State University and fifteen Community College campuses in the Commonwealth. The Authority's office is in Boston, Massachusetts.

JOB DESCRIPTION:

The Authority seeks a highly motivated and experienced Project Manager to join our team. The ideal candidate will have a strong background in project management, with proven success delivering high-quality projects on time and within budget. A successful candidate will be able to build and strengthen campus relationships while reliably providing services to the campus as projects progress. The Project Manager will actively contribute to the strategic growth of the MSCBA.

SUPERVISION RECEIVED: Reports to the Deputy Director of Capital Projects

SALARY RANGE: \$125,000-\$165,000 (dependent on qualifications/experience)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the entire project lifecycle for the Authority's multi-year, multi-phase capital improvement and new construction projects from concept through study, design, construction, closeout, and post-warranty activities. Total project costs up to \$10 million.
 - Project sites will primarily be public higher education campuses. Work typically can include short term or multi-year projects with budgetary, schedule, and cash-flow constraints.
- Develop and manage RFQP's from architects, construction managers, owner's project managers and other consultants.
- Assemble and lead the design & construction teams to ensure project goals are met.
- Prepare progress reports regarding project status, milestones, budget updates, any significant developments or risks to senior management.
- Collaborate with the accounting and finance departments to assist in financial underwriting, budget allocation, and to process purchase orders and invoices.
- Responsible for resolving conflicts within the project team by handling complaints, settling disputes and addressing grievances.
- Perform related duties as required

SKILLS, KNOWLEDGE, QUALIFICATIONS, & EXPERIENCE:

- Bachelor's degree in project management, Architecture, Construction, Real Estate Development, Urban Planning, or related field.
- Minimum of 4 years of experience in real estate development and project management.
 - An additional 4 years of progressive experience in project management may be substituted for a bachelor's degree.
- Strong leadership and organizational skills and ability to motivate project teams to achieve success.
- Ability to prioritize tasks and to delegate them when appropriate to meet deadlines.
- Ability to work independently and within a small team environment.
- Ability to read and interpret design drawings and specifications.
- Demonstrated track record of success managing multiple projects simultaneously in a fast-paced environment.
- Excellent communication, collaboration, and problem-solving skills.
- Experience with public speaking and presentations.
- Strong understanding of construction industry best practices and the Mass State Building Code.
- Proficiency in Microsoft Office Suite such as Word and PowerPoint, and advanced use of Excel for project budget preparation and tracking.

PREFERRED QUALIFICATIONS:

- Relevant professional certification in project management, such as Project Management Professional (PMP), LEED AP certification.
- Familiarity with sustainability, renewable energy systems, resiliency, and decarbonization best practices for construction.
- Familiarity with public procurement such as Ch. 149 and Ch. 149A CM-at-Risk.

ADDITIONAL INFORMATION:

This position best suits an Applicant with a valid driver's license and reliable vehicular transportation as regular travel within Massachusetts is required. The duties require regular in-person attendance at the MSCBA's Boston office, sitting for extended periods of time, travel to MSCBA campuses, project sites, and consultant offices. This position regularly requires walking active construction sites on uneven ground, climbing ladders, observing work in progress, and exposure to wind, sun, noise, and dust.

The selected candidate must successfully complete a comprehensive background check. Employee benefits include health, dental, vision, long-term disability, life insurance, paid sick leave and vacation time, discounted public transportation, tuition reimbursement for eligible courses, and participation in the Massachusetts State Retirement system.

MSCBA IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, NATIONAL ORIGIN, VETERAN STATUS, DISABILITY, OR MEMBERSHIP IN ANY CLASS PROTECTED BY APPLICABLE LAW