

**Town of Natick
Job Description**

Position Title:	Project Manager	Grade Level:	3
Department	Facilities Management	FLSA Status	Exempt
Reports to:	Director of Facilities Management		

Statement of Duties: The employee performs responsible technical, administrative and supervisory work in the planning, reviewing and scheduling of maintenance, repair and construction work of town and school facilities; performs all other related or similar work as required.

Supervision Required: Under the administrative direction of the Director of Facilities Management, the employee establishes department work plan and priorities, using established guidelines and procedures; only unusual cases are referred to the supervisor. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are conducted through observations in order to keep the supervisor aware of progress, and to insure that completed work, methods used are technically accurate, and that instructions are being followed. The employee performs varied and responsible functions requiring comprehensive knowledge project management functions. Employee must exercise independent judgment in responding to inquiries, in dealing with the public, and in administering essential job functions.

Supervisory Responsibility: Employee exercises department level supervision over full-time and part-time or seasonal staff.

Accountability: Errors could result in delay and confusion in the provision of service, personal injury, and significant damage to buildings/property, legal repercussions, monetary loss, legal repercussions and adverse public relations for the Town.

Judgment: Work is performed based on administrative or organizational policies, general principals, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the essential functions performed

Confidentiality: The employee has regular access to confidential information of a department-wide basis such as official bid documents, personnel files as well as other information pertaining to the

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construction or repair of public building projects.

Work Environment: Work is performed often under typical office conditions, with regular interruptions from the public and other town employees. In addition, the employee is required to work outdoors under inclement weather conditions when visiting or inspecting building projects or work sites. The employee may be exposed to extremes in temperature, noise, odors, toxic or caustic chemicals, fumes or airborne particles, explosives, radiation, and other hazards commonly found when making site visits. The employee is required to work beyond normal business hours in response to emergencies or to attend evening meetings or as directed by their supervisor.

Nature and Purpose of Contacts: Employee makes frequent contact requiring perceptiveness with other town departments, local and state officials, boards, and committees, and outside contractors and vendors doing business with the Town; makes regular contact with the public requiring patience, tact, and discretion. Contacts are by telephone, correspondence, and in person. The reason for contact is often for acquiring and exchanging information pertaining to specific capital building projects.

Occupational Risks: Duties generally do not present occupational risk with only occasional exposure to risk or stress.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The Project Manager works on all aspects of project management, from project inception at the feasibility study phase through design and construction. The incumbent is tasked with delivering the highest quality construction at competitive prices, while considering life-cycle costs and sustainability.
- The Project Manager will apply best practices for comprehensive project risk management and reporting, including oversight of project schedules and budgets from planning through project closeout/turnover. The individual must possess a strong business sense, diplomacy, negotiating skills and familiarity with project management tools and tracking software.
- The Project Manager will work with consultants and stakeholders to develop designs and construction documents, work with Procurement to award external contracts, administer work related construction activities including project cost control and quality assurance, accurately report and document project information.

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- Of utmost importance is maintaining high customer satisfaction levels, high quality communications with all stakeholders including department heads, principals, senior leadership verbally and in writing.
- Skill in utilizing data base systems to assist in the monitoring of capital projects; skill in preparing reports and maintain detailed records. Skill in coordinating various programs and projects simultaneously.
- Answers questions and furnishes information to school principals, town administrators and department heads concerning various capital projects when called upon; receives complaints and responds to complaints appropriately including taking initiative to see that problems in certain situations are resolved.
- Meets regularly with the Director of Facilities to provide updates on active capital projects and assist in creating a comprehensive five year capital improvement plan.
- Identify short and long range building needs, prioritize projects through development of current year capital budget and 5+ year capital plan; modify work plan in response to changing priorities or emergencies.
- Serves as staff liaison to various town building committees; provide expert testimony on behalf of the Town as required.
- Knowledge of the principles and practice of construction procedures, procurement law and construction project management practices; knowledge of the principles and practices of building construction and of effective budgetary management.
- Ability to establish and maintain effective working relationships with vendors, contractors and trades personnel; ability to develop innovative, cost-effective programs to monitor construction projects; ability to prepare and administer budgets. Ability to deliver projects both on time and within budget.
- Assist with the development of department objectives, plans, budgets, and goals; conceives and recommends a range of programs/services designed to support objectives and strategic planning initiatives and to enhance the provision of quality services.
- Develops short and long-range plans establishing priorities for facilities maintenance, repairs and improvements. Oversees the execution and approval of projects as assigned by the Director of Facilities; develops and implements a computer tracking system (Facility Dude) to prioritize capital projects; monitors progress; performs cost accounting on project work and generates detailed reports when requested.
- Prepares requests for quotations and assists in the preparation of bid specifications for the repair and maintenance of buildings and related equipment for public bidding projects when directed.

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- Recommends methods, means and programs to improve overall operation of each facility in areas such as asset preservation, code compliance, occupant safety and comfort, energy conservation, air quality and preventative maintenance procedures and implements and monitor plans and programs once approved.
- Will attend evening meetings related to any general government or school construction projects and keep the Director of Facilities apprised of status.
- Conducts independent research and prepares detailed, technical reports as required.
- Other duties as assigned by the Director of Facilities

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's Degree in Project or Construction Management and five to seven (5-7) years experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Construction Supervisors License preferred.

Special Requirements:

- Class D Motor Vehicle Driver's License.
- Must be a certified MCPPO or be able to obtain the certification within 12 months of appointment.
- Five or more years of design and construction project management experience; familiarity with mechanical, electrical, plumbing and structural and building envelope systems.
- Knowledge of design and construction procurement and contract management, construction document development, competitive bid process, permitting and approvals, and project financial management.
- Ability to recognize capital or deferred maintenance program opportunities within a specific project.

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- Good basis in computer literacy/ease in picking up new computer programs.
- Candidate will have experience managing multiple projects simultaneously from planning and design through construction completion.

Knowledge, Abilities and Skill

Knowledge:

- Working knowledge of building construction, physical plant operations, HVAC engineering and business management/public administration.
- Working knowledge of town government. Working knowledge of building operating systems such as HVAC, utilities, life safety, security alarms, and waste disposal.
- Public procurement laws and regulations.
- Construction and design services contract administration procedures (Experience with MSBA building process is a plus).
- Thorough knowledge of the methods and materials, scheduling and tools/equipment used in the care and maintenance of buildings, grounds, motorized equipment and vehicles.
- Considerable knowledge of price trends and grades of quality of the materials and equipment.
- Working knowledge of the hazards and safety precautions common to facility maintenance/repair activities such as OSHA and DOLS.
- Working knowledge of the state Procurement Laws and regulations (Chapters 30b, 149, 30, 39M).
- Familiarity with NFPA, AHERA, IPM, OSHA, DEP, Building Codes, Handicapped Accessibility Guidelines, Energy codes, LEED, etc and other government regulations as it relates to buildings and systems desired.

Abilities:

- Ability to identify town-wide priorities and work cooperatively to support their accomplishment as part of the school and municipal administrative management teams.
- Ability to analyze, manage and utilize data to improve the operation of facilities.
- Ability to communicate clearly, both orally and in writing.

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- Ability to conceptualize and operationalize goals and objectives for the department and other interested stakeholders.
- Ability to maintain, manage and organize complex records.
- Ability to establish and maintain effective working relationships with town employees, town/school officials, contractors, and all outside vendors.
- Ability to make basic arithmetical computations and tabulations in a timely, accurate manner.
- Ability to work effectively under pressure and manage multiple priorities in order to meet the goals of the department.

Skill:

- Superior customer service and communication skills.
- Excellent organizational skills.
- Proficient financial management skills including a solid foundation in capital budget development and management.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills:

- Work requires some agility and physical strength, such as moving in or about various spaces throughout the Town building such as crawl spaces, attics, flat roofs, construction sites or over rough terrain, or standing or walking most of the work period.
- While performing the duties of this job, the employee is required to sit, talk, hear, and visually observe.
- The employee is required to have mobility in order to move about the office; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms on the floor or on ladder.

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- The employee must occasionally lift and/or move up to 50 pounds.

Motor Skills:

- The employee is required to apply basic motor skills in order to perform activities such as operating a personal computer and/or most other office equipment, keyboarding, filing, moving objects, sorting of papers or operating a motor vehicle.

Visual Skills:

- Visual demands require the employee to constantly read documents for general understanding and analytical purposes.
- The employee may be required to determine color differences.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.