

**POSITION TITLE:** Senior Construction Project Manager

**DEPARTMENT:** Modernization

**STATUS:** Non-Exempt

**SALARY:** \$40.49/hour (AFSCME Union level 16)

**POSITION SUMMARY:**

The Senior Construction Project Manager (SCPM) provides planning and project management for complex capital projects. The SCPM holds a high level of responsibility to ensure that budgets are met, building codes are adhered to, state and federal regulations are followed, and safety is maintained. The project load is anticipated to be approximately 5 -10 projects at a time (varying as needed), with a multi-million dollar total value. Projects may include development, roofing, elevators, exterior envelope, site, and/or interior renovations. The SCPM provides full project management for each assigned project, including technical and administrative direction, and all aspects of project delivery, including specification and plan review, cost management, budget forecasting, scheduling, construction supervision, and negotiations. The SCPM reports directly to the Vice-President of Modernization.

**ESSENTIAL FUNCTIONS:**

1. Works closely with the Vice-President of Modernization to plan complex capital efforts.
2. Reviews and analyzes project contract plans and specifications for quality assurance/control.
3. Maintains multiple projects at once, with a multi-million dollar portfolio.
4. Identifies, reports, and resolves any ambiguities or issues that would affect the smooth flow of the construction progress.
5. Reviews and analyzes potential change orders for necessity, accuracy, legitimacy, and cost effectiveness.
6. Monitors and manages schedules, construction quality, and compliance with contract documents and plans.
7. Facilitates punch list compliance.
8. Assures that projects are in conformance with WHA, state and federal regulations, objectives, quality, schedule, and budget.
9. Provides mentoring to less experienced project managers in the department.

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS DESIRED:**

1. Four year college degree (10 or more years' direct experience may be substituted for degree);
2. MA Construction Supervisor's license required;
3. Minimum of five (5) years' experience in construction project management of projects over \$1M, including experience in building design, value engineering, scope of work, review and analysis of construction contracts and documents, review and preparation of cost estimates, general contractor/subcontractor pre-qualification, construction scheduling, selection and oversight of contractors, ensuring preparation of timelines and schedules, control standards,

monitoring project progress, and project evaluation, including written performance evaluations;

4. Strong computer proficiency and analytical skills to identify possible omissions and errors in contract documents;
5. Exceptional time management skills to ensure deadlines are met, while providing accurate deliverables;
6. Excellent organizational, leadership, presentation, and communications skills;
7. Strong ability to understand project strategy with ability to anticipate issues and opportunities and propose solutions;
8. Knowledge of technical aspects of housing construction and rehabilitation;
9. Familiarity with relevant state, federal and local laws and regulations regarding public construction projects and procurement, including a thorough understanding of Massachusetts Building Codes, MAAB regulations, and contract language;
10. Massachusetts Certified Public Purchasing Official (MCPPO) certification preferred;
11. Ability to be relied upon to be available for work.