

CITY OF MELROSE, MA JOB DESCRIPTION

Please send a letter of interest and resume to mtravers@cityofmelrose.org. Position open until filled.

Title: Project Manager	Salary: \$94,785 - \$100,588 annually
Department: Public Works Department, Engineering Division	FLSA Status: Exempt
Reports to: City Engineer	Union Status: Non-Union, 40 hours per week
Effective Date: March 2024	Benefit Status: Yes

Summary

Under the general supervision of the City Engineer, the Project Manager is responsible for managing all aspects of the Public Safety Facilities Building Project, including the planning, design, construction, and turnover of four new or completely renovated public safety facilities. This is a full-time, temporary position which is planned to be implemented in three phases over approximately eight years and will conclude upon final completion and closeout of all public safety facilities.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types 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.

- Manages the overall project delivery process for the Public Safety Facilities Building Project on behalf of the city.
- Negotiates with and manages architects, engineers, contractors, consultants, and vendors' contracts and performance.
- Works collaboratively with consultants to develop project scopes, schedules, cost estimates and bid documents.
- Manages project finances, budgets, schedules, and quality.
- Manages project-related procurement.
- Collaborates with consultants on shop drawing review, RFIs, change orders, and pay requests.
- Serves as point of contact and manages communication and collaboration with project stakeholders, city officials, elected officials, building occupants, consultants, community members and others.
- Coordinates the activity of the Public Safety Facilities Building Committee (PSFBC), including preparing meeting agendas, scheduling meetings, and maintaining PSFBC records.
- Coordinates with administrative and regulatory agencies to ensure proper permitting and compliance.
- Contribute to creating a collaborative work culture that appreciates diverse perspectives and approaches matters with flexibility and cultural relevance.
- Prepares progress reports on a recurring basis and provides periodic project updates to various groups and committees, including maintaining public-facing online informational resources about the project.
- Maintains project files and responds to inquiries for public records pertaining to the Project.

Supervision

Supervision Scope: Works independently to manage projects and coordinate interaction with other personnel to move projects through appropriate review, approval, and implementation.

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Supervision Received: Works independently under the broad guidance of the City Engineer and within department rules, regulations, and policies. Duties require the ability to independently plan and perform operations and complete tasks, referring only complex matters to the City Engineer.

Supervision Given: Directs projects.

Recommended Minimum Qualifications

Education, Training and Experience

- At least five (5) years of professional experience in capital project management, construction management and oversight, architecture or engineering required. Additional years of experience working on major construction projects highly preferred.
- A bachelor's degree in a related field is preferred.
- Familiarity with MA Building Code and Public Procurement laws.
- Success managing projects with a single value over \$20M preferred.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally sensitive approach.

Knowledge, Ability, and Skills

Knowledge: Knowledge of practices and principles of Engineering and/or Architecture; knowledge of construction project management, construction techniques, management of hazardous materials, cost estimating, budgeting, scheduling, site design and analysis.

Ability: Ability to read, understand and interpret plans, regulations, codes, shop drawings, and other pertinent information; ability to prepare detailed reports and correspondence. Ability to interpret federal, state, and local regulations and maintain compliance. Ability to work independently and collaboratively, solve problems, explain complex information and deal with members of the public in a tactful manner.

Skills: Skills to perform as project manager. Excellent written, oral and interpersonal communication skills, including strong presentation skills. Ability to collaborate across city departments and stakeholder groups to lead PSFBC to consensus. Strong analytical, problem solving and trouble shooting skills. Excellent computer skills and familiarity with project management and construction software platforms.

Job Environment

- Work is performed in an office environment with moderate noise levels and in the field visiting construction sites.
- Work is subject to fluctuations, and project deadlines and workdays may exceed 8 hours or extend beyond normal work hours.
- Position requires routine meetings and presentations with elected officials, committee meetings community meetings, and evening meetings.
- The employee operates a computer, printer, telephone, copier, and all other standard office equipment.
- The employee has frequent contact with other departments and agencies, and with the public.

Physical Requirements

The physical demands described 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.

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While performing the duties of this job, the employee is required to sit and operate a computer and similar office equipment. Site inspections require traversing uneven terrain, busy construction sites and buildings in various phases of completion. Work may involve high places, confined spaces, and cold temperatures.

The City of Melrose, MA is an Equal Opportunity Employer. Diverse candidates are encouraged to apply. No Residency Requirement.

In the City of Melrose we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.

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