**Position Title: Construction Project Manager**

**Department: Operations**

**Reports to: Administrator**

**Revised Date: 4/4/24**

**Employment Status: Full-time 37.5 hours per week, at minimum**

**Comp Grade: 11**

**Pay Range: $88,136-$104,766**

**Work Hours: Based on business needs between the hours of 6AM – 6PM**

**FLSA: Exempt**

**Supervisory Responsibilities: Third Party Contractors**

**Position Summary:**

The Construction Project Manager’s primary role is to serve as MART’s oversight of on-going construction, renovation, and improvement projects. This includes but is not limited to Projects in various stages of development (Concept, Design, Construction, and Close out). The position will interact with MART Stakeholders, community, and officials, and ensure the needs of those respective parties are met by the Design teams, as well as through construction with oversight of contractor activities.

**Essential Functions/Position Responsibilities:**

* Serve as liaison between MART’s leadership team and various Engineering, Contractor, and specialty firms for the purpose of ensuring compliance with MART’s Capital Improvement Plan.
* Plan, schedule, or coordinate construction project activities and meet deadlines, such as State and Federal obligation and spend down requirements.
* Prepare and submit budget estimates, progress reports, and cost tracking reports.
* Interpret and explain plans and contract terms to MART’s Leadership team (owner).
* Present project impact presentation to staff/stakeholders prior to the commencement of work.
* Communicate disruptions, mitigations, and other notices to facility staff in advance of events. Maximize mitigation to ensure operational capacity is not disrupted.
* Coordinate with MART’s Facilities Maintenance Manger on projects, to ensure no overlap exists.
* Coordinate with The Operating Companies’ Fleet Manger on projects to ensure no fleet operations are modified where needed or the project is modified to ensure fleet operational capacity.
* In Coordination with MART’s Procurement & Compliance Manager:
  + Prepare Projects for procurement.
  + Negotiate revisions to contractual agreements with architects, consultants, clients, suppliers, or subcontractors.
  + Ensure compliance with State (MA) and Federal (FTA) requirements throughout the life of the project.
* In Coordination with MART’s Grant’s Manager:
  + Prepare yearly updates for the Capital Improvement Plan based on current events and needs of the Agency
  + Ensure goals are met for each fiscal year (Projects, DBE, Timelines)
  + Develop a 5-year Capital Improvement Plan
  + Attend meetings to provide background or contextual information to various agencies’ (FTA, MASSDOT, MPO, MRPC) on a given project.
* Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
* Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
* Study job specifications to determine appropriate construction methods.
* Inspect or review projects to monitor compliance with building and safety codes or other regulations.
* Investigate damage, accidents, or delays at construction sites to ensure that proper construction procedures are being followed.
* Implement new or modified plans in response to delays, bad weather, or construction site emergencies.
* Ensure compliance with environmental protection regulations.
* Ensure contractors have applied for and obtain all necessary permits or licenses.
* Develop construction budgets to compare green and non-green construction alternatives, in terms of short-term costs, long-term costs, and potential impacts.

When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.

**Qualifications:**

* Minimum of 2+ years’ experience directly in project management
* Proficiency in Microsoft Office applications
* Reliable means to get to work
* Preferred: CSL, PMI, PMP, OSHA or other relevant certifications/licenses related to Construction Project Management field

**Skills:**

* Excellent communication skills, written, verbal and effective listening
* Knowledge of fundamental construction processes
* Aptitude in decision-making and working with numbers
* Experience in collecting, analyzing, and presenting data
* Must be able to multi-task
* Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
* Strong leadership capabilities

**Working Environment and Physical Demands**

Works primarily in a typical, climate-controlled office environment.

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| **PHYSICAL REQUIREMENTS** | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Ability to work closely with diverse group of people |  |  |  | X |
| Regular, predictable attendance |  |  |  | X |
| Ability to sit for extended period (Sedentary Work) |  |  | X |  |
| Use of hands and fingers to operate telephone and computer Typing/Data Entry/Computer |  |  | X |  |
| Moderate noise |  | X |  |  |
| Hearing |  |  |  | X |
| Dusty Environment |  | X |  |  |
| Exposure to Fumes/Odors |  | X |  |  |
| Exposure to Heat/Cold Temps |  | X |  |  |
| Climbing Stairs |  | X |  |  |
| Walking |  | X |  |  |
| Stress |  |  |  | X |
| Standing |  | X |  |  |
| Stooping |  | X |  |  |
| Bending |  | X |  |  |
| Twisting Neck |  |  | X |  |
| Climbing Ladder |  | X |  |  |
| Reaching/Pulling/Pushing |  | X |  |  |
| Lifting 10 lbs. or less |  | X |  |  |
| Lifting 40 to 50 lbs. | X |  |  |  |
| Driving |  | X |  |  |
| Specific Vision Abilities-close vision due to computer work |  |  |  | X |
| Color Vision – Ability to identify and distinguish colors |  |  |  | X |
| COGNITIVE  REQUIREMENTS | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Communication Oral |  |  |  | X |
| Communication Written |  |  |  | X |
| Interpreting Skills |  |  |  | X |
| Implementing |  | X |  |  |
| Evaluating |  |  |  | X |
| Organizing |  |  |  | X |
| Consulting |  |  | X |  |
| Analyzing |  |  |  | X |
| Presenting |  | X |  |  |
| Supervising |  |  | X |  |
| Ability to Deal with Stressful situations |  |  |  | X |
| Ability to Deal with Trauma, grief, death | X |  |  |  |
| Ability to deal with Public Contact |  |  | X |  |
| Decision making |  | X |  |  |
| Work with Others |  |  |  | X |
| Work Alone |  |  | X |  |
| Concentration |  |  |  | X |
| Comprehend and follow instructions |  |  |  | X |
| Relate to Others |  |  |  | X |
| Influence Others |  | X |  |  |
| Perform complex or varied tasks |  |  | X |  |

**Special Comments:**

**Manager Approval: Date:**

**Human Resources Approval: Date:**

**Printed Employee Name:**

**Employee Signature: Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_