

# Massachusetts School Building Authority

## Job Description

**Job Title:** Project Manager 2 – Post Occupancy  
**Department:** Capital Planning  
**Reports To:** Project Manager 3 – Post Occupancy  
**FLSA:** Exempt  
**Grade:** 11  
**Salary:** \$82,949 - 91,244

### Purpose

The MSBA is seeking to hire one or more qualified individuals interested in joining our team of professionals in the continued efforts of the MSBA’s mission of partnering with Massachusetts communities to support the design and construction of educationally appropriate, flexible, sustainable, and cost-effective public-school facilities.

### Job Summary

The MSBA’s Post Occupancy Project Managers (“Project Managers”) monitor public school projects from invitation to conduct a feasibility study through construction and manage and assist in performing post-occupancy evaluations of completed MSBA-funded school buildings. The Post-Occupancy Project Manager 2 supports and maintains the efforts associated with MSBA’s Post-Occupancy Evaluation program. The Project Manager 2 applies MSBA’s policies, agreements, and procedures associated with generating individual post-occupancy evaluations and associated internal and external reporting.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Coordinate post-occupancy related activities internally with the appropriate MSBA departments and local district officials. Identify and recommend potential resolutions.
- Support further development of MSBA’s post-occupancy policies, procedures, communication protocols, tools, templates, and databases and establish a process for modifications and/or updates.
- Communicate MSBA’s post-occupancy schedule and related efforts with professional consultants and local district officials participating in the Post Occupancy Evaluation program.
- Collect and review pre-occupancy components from district generated feasibility, design, construction, and other related documents.
- Coordinate the professional consultant’s deployment and feedback associated with district questionnaires, surveys, etc.
- Support in the review of consultant agreements, contracts, work orders, and invoicing.
- Travel to building project sites throughout Massachusetts while representing the MSBA and participate in the building visit portion of the post-occupancy evaluation as assigned. Document observations associated with building visit portion of the post-occupancy evaluation and coordinate potential findings and/or recommendations with the reporting effort.
- Review and generate detailed comments for reports generated by professional consultant(s) to ensure compliance and conformance with consultant contract requirements.

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- Generate detailed responses associated with internal feedback of draft post-occupancy evaluation reports.
- Generate detailed responses to external feedback related to post-occupancy evaluation reports distributed to participating districts.
- Prepare and present periodic status and summary reporting to supervisor in support of reporting to MSBA's Executive and Senior Staff, MSBA's Board of Directors, and MSBA's Facilities Assessment Subcommittee.
- Analyze trends related to information obtained through post-occupancy evaluations and determine potential impact to the Capital Planning Department.
- Work collaboratively with in-house Data Manager to establish and ensure data collection protocols associated with district generated feasibility, design, construction, and other related documents.
- Work collaboratively with in-house Data Manager to ensure the accuracy and completeness of collected data associated with the Post Occupancy Evaluation Program.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Support efforts associated with periodic procurement(s), approximately every 3-4 years, and for professional consultants and/or technical vendors as required to support MSBA's grant program and other potential initiatives.
- Support the efforts related to initiatives that improve MSBA policies and practices that support the overall needs of the Capital Planning department.
- Contribute to the delivery of public outreach presentations and/or publications.
- Support the efforts associated with the recruitment, selection, and training of internal personnel.
- Potential to perform other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in at least one of the following: architecture, engineering, construction, project management, or related field.
- Four-to-seven years of experience associated with architecture, design, construction, project management, or other applicable disciplines.

### **PREFERRED QUALIFICATIONS**

- Demonstrated experience associated with public construction and/or educational facilities, knowledge of Massachusetts public bidding laws, and/or previous experience working with federal, state, county, or local government.
- Demonstrated experience associated with post-occupancy evaluations and/or the post-occupancy evaluation process.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- Thorough understanding of the design process from conceptual phases through construction documents.

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- Possess proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint, and Outlook.
- Effectively delegate work and manage multiple tasks involving complex and varying problems.
- Possess strong verbal and written communication skills.
- Gather, analyze, and present complex technical information in a clear, concise, and comprehensible manner.
- Proactively work independently and as part of a team.