

Massachusetts School Building Authority

Job Posting

Job Title: Senior Project Manager- Construction Administration
Department: Capital Planning
Reports To: Director of Construction Administration
FLSA: Exempt **Work Hours:** 37.5
Grade: 13
Salary Range: \$100,369 - \$125,461

If you are good at:

Prioritizing and organization
Effectively managing your time
Balancing competing priorities
Present ideas and information
Leading successful teams
Working remotely (Hybrid)

Then this opportunity may be of interest to you.

We seek an experienced Senior Project Manager in Construction Administration with 10+ years of related experience to join our team.

Position Summary

The ideal candidate will serve as a subject matter expert in Construction Administration, will have knowledge of best practices in the construction industry and will demonstrate to be a strong communicator, have strong organization, and follow through skills. Lastly the Senior Project Manager will be a leader to the team supervised and a member of the management level staff, therefore we seek a Senior Project Manager who values accountability, the ability to be considerate and team-focused to continue the culture and values of the MSBA.

About the MSBA

Funding affordable, sustainable, and efficient schools in partnership with local communities across the state of Massachusetts is what we do at the MSBA. We fund through a grant application and approval process, public school K to 12 capital improvement or renovation projects through the dedicated 1% sales tax revenue the Authority receives. The capital funding of public-school projects is solid evidence of taxpayers' dollars at work. We use subject matter experts in construction management, project management, architecture, design and civil engineering, to make recommendations to our Board of Director to approve school project funding. Visit us at <https://www.massschoolbuildings.org> to learn more.

Key Position Highlights

- As the Senior Project Manager in the Construction Administration team, you will be responsible for leading a team of five and oversee the life of school construction project, you will apply proven concepts of construction administration, compliance monitoring and claims processing of ongoing projects. Perform in an active

Massachusetts School Building Authority

Job Posting

management role to lead a team in each phase of a project including, budgeting, scope, scheduling, cost estimation, change order reviews, project close out and commissioning. Oversee and conduct site visits.

Required Education, Experience, and Skills (unless otherwise noted)

- Bachelor's degree in architecture, Civil Engineering, Construction Administration, Building Technology, or related field.
- Ten (10) years of construction administrative experience,
- Two (2) years in a supervisory project management capacity preferred.
- Previous experience and proven success in leading and managing employees.
- Extensive computer knowledge (Windows) and working proficiency in Microsoft Office365.

Interested in hearing more? Easy, apply now or visit our site to learn more.

<https://www.massschoolbuildings.org/employmentopportunities>