



PROJECT MANAGER

Department: Capital Programs and
Environmental Affairs
Unit: 5120

Level: 8, Exempt
Supervisor's Title: Assistant Director

ESSENTIAL TASKS OF THE JOB:

Assists the Assistant Director in developing specific projects for the Capital Program.

1. Assists the Asst. Director by identifying active and potential projects to be included in the Capital Program.
2. Presents specific project data and technical information for ongoing and proposed projects to support Operating Departments' goals. Tracks and analyzes schedule, funding, percent complete, etc., for ongoing projects. Provides preliminary schedule and cost estimates for projects.
3. Assists in coordinating and securing all necessary internal and external Massport project approvals.
4. Prepares and presents briefings to the senior leadership on selected projects.
5. Keeps the Asst. Director informed of the status of work on a regular basis and additionally participates in Massport diversity, equity, and inclusion initiatives and assures consultant and contractor commitment and compliance to Massport project specific goals.

Leads the Consultant delivery process.

1. Prepares, coordinates and reviews consultant Request for Qualifications (RFQ) and Requests for Proposals (RFP).
2. Conducts Consultant Briefings as required.
- 3 Serves as a voting member on the Designer Selection Panel for selected projects.
4. Provides technical and professional assistance in ranking and evaluating proposals.
5. Leads contract and fee negotiation process.

Works in conjunction with consultants during the design phase to ensure adherence to scope, budget, schedule and Massport guidelines.

1. Monitors and reviews consultants' contract work including plans and specifications to ensure adherence to financial, technical, scope definition and schedule requirements.
2. Manages development of project Building Information Modeling (BIM) Execution Plan and BIM models.
3. Leads meetings and reviews documents to ensure that the project stays on schedule.
4. Identifies a Project Operations & Maintenance (O&M) Champion and ensures that the O&M Champion remains involved in the design development.

5. Oversees consultant and project costs while ensuring quality of work.
6. Reviews, tracks, and recommends payment of consultant invoices.
7. Coordinates and provides support to Capital Programs staff as needed.
8. Resolves issues that arise during project planning and design.
9. Supports Massport's Lean efforts by facilitating Last Planner system™ sessions.

Manages consultant, contractor, and engineering services during the construction phase.

1. Coordinates the construction bidding and contract award process.
2. Coordinates and conducts pre-construction conferences.
3. Travels to the construction site and observes/monitors construction quality and progress.
4. Directs the consultant and contractor during construction, as appropriate.
5. Manages the resident engineering and inspection forces assigned to the project.
6. Conducts meetings with stakeholders regarding project progress and issues.
7. Ensures timely and accurate completion of submittal and Request for Information (RFI) logs, daily progress reports, Non-Conformance Report (NCR) resolution and construction and financial reports.
8. Reviews and approves of consultant and contractor requests for payment, amendments and change orders, and obtains necessary approvals through the Massport Board of Directors.
9. Ensures Massport compliance with construction/building related permits.
10. Manages the project change order process. Negotiates change orders and recommends approval.
11. Ensures timely response to shop drawing and RFI submittals.
12. Manages BIM / Virtual Design and Construction (VDC) deliverables.
13. Monitors contractors' work for safety, quality, cost, schedule, cleanliness and minimizing the impact to operations.
14. Ensures proper commissioning of the facility, incorporation of all new MEP systems data into Maximo and closeout of the project including preliminary inspection, certificate of occupancy, punch list, as-built drawings, operation and maintenance manuals, operations training, guarantees and warranties, final cleanup, and final inspection.
15. Evaluate the consultant and contractor.
16. Deploys and leads Lean Design and Construction principles on construction activities.

Establishes and maintains coordination with public, private and community agencies or groups to ensure project goals are achieved.

1. Provides liaison with other departments on such activities as tenant coordination, Federal Aviation Administration (FAA)/MassDOT/Federal Highway Administration (FHWA)/Customs & Border Protection (CBP)/Boston Water & Sewer (BWSC)/Massachusetts Water Resources Authority (MWRA) interface, Airport

Improvement Program (AIP) funding, insurance, badging, operational impacts, community impacts, etc.

2. Provides input to the environmental process and participates in public hearings.
3. Conducts presentations to various internal and external groups interested in the projects.

SECONDARY JOB TASKS:

- Provides supervision and technical guidance to assistant project managers, engineers, resident engineers and support staff on selected projects.
- Manages multiple capital projects at a given time.
- Maintains electronic project central files, in shared drives.
- Provides design and construction management services on in-house projects, as assigned.
- Provides in-house technical input and technical reviews in area of professional expertise.
- Maintains information relevant to measuring and controlling project progress from design through construction.

Performs other duties, as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

Bachelor's Degree or Master's Degree in Construction, Architecture or Engineering.

Experience

10+ years of diversified professional architectural or engineering experience of which no less than 6 years have been in managing large, complex capital projects with total respective budgets of \$5 million or greater. Experience in design and construction related to airfield facilities, including airfield pavements, signage, markings, lighting, and related infrastructure is required. Familiarity with Federal Aviation Administration's planning, design, and construction standards. Experience in construction management and management of public agency projects is desirable.

UNIQUE EXPERTISE/CERTIFICATIONS/REQUIREMENTS

1. Massachusetts Registered Professional Engineer or Architect (Required).
2. Current and valid drivers' license.
3. Experience with Lean Design & Construction strongly preferred.
4. Experience with BIM (Building Information Modeling) / VDC (Virtual Design and Construction) or Civil CIM (Construction Information Modeling) strongly preferred.
5. Experience and working knowledge of the Massachusetts public bidding process

and public bidding laws.

6. Working knowledge of Microsoft Office software and Primavera.
7. Knowledge of budgetary principles and practices.
8. Demonstrated organizational, personal management, and communication skills required.
9. Ability to pass a Massport background check and obtain a Massport Security Badge.
10. Ability to pass airfield driving test and obtain Aerodrome License.
11. Ability to pass Massport pre-placement physical, controlled substance testing, and background security check.
12. Ability to obtain a Transportation Worker's Identification Credential (TWIC).
13. Experience in construction management and public agency projects.
14. Certified Construction Manager (CCM) is desired.

WORKING CONDITIONS

Environmental Parameters: Ability to work in an office and to travel to all Massport facilities. Ability to work in an airport environment with conditions which may include fumes, odors, gases, chemicals, and dust as well as decibels in the range of 65-100; and in all weather conditions (hot, cold, humid, dry, and wet). Ability to work in conditions which may include: a proximity to moving mechanical parts, electrical shock, working on scaffolding and high places, underground tunnels, small crawl spaces, exposure to wires, and chemical agents. Ability to work in or on all MPA land and water vehicles.

Physical Demands:

Strength: Ability to exert up to 20 lbs of force occasionally to lift, carry, push, pull, or otherwise move objects.

Type: Ability to match and sort items based on color; to distinguish between different colors. Ability to walk or stand for long periods of time. Expressing or exchanging ideas by means of spoken word, and perceiving nature of sounds. Ability to bend, stoop and crawl. Good hearing to monitor radio equipment. Clarity of vision beyond 20 feet.

WORK SCHEDULE: Ability to work 37.5-hour workweek, and ability to meet fluctuating workload demands, as necessary.

EQUIPMENT USED: MPA vehicle, calculator, charts, ledgers, schedules, computer, telephone, overhead projectors, monitors, Architectural, Engineering and Construction Documents, blueprints, charts, contracts, diagrams, directives, forms, manuals, publications, reference books, schedules, 2-way radio, cell phone, and other MPA equipment, as necessary.

APTITUDE REQUIREMENTS:

Cognitive

1. Analytical: Ability to apply principals of rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; to interpret a variety of instructions; to collect data, establish facts and draw valid conclusions; to innovate and to create analysis.
2. Communication: Ability to understand information from a variety of newspapers, periodicals, journals, manuals, federal and state documents, and other current media. Ability to prepare business letters, summaries, and reports, communicating using proper format, punctuation, grammar, diction, and style. Ability to participate in panel discussions and debates; and to speak extemporaneously on a variety of subjects. Ability to collect data, establish facts and draw valid conclusions. Ability to understand and carry out verbal and written instructions. Ability to communicate clearly and effectively in addition to showing sensitivity to community and public concerns.
3. Mathematical: Ability to deal with system of real numbers, equations and inequalities.
Ability to compile and present statistics. Ability to record and deliver information; to explain complex procedures to others. Ability to compile, compute and present information. Ability to compute ratios, proportions, and percentages; to calculate formulas; to interpret test data.
4. Form Perception: Ability to perceive detail in blueprints and check for accuracy. Ability to examine alignment and evaluate for compliance to industry standards, and to determine the needed spacing of equipment and machinery.
5. Spacial aptitude: Ability to observe the relationship between a moving load and fixed items; to think in geometric terms; to visualize and set up patterns.
6. Administrative: Ability to compile, record, and interpret data quickly and accurately; to prepare records and reports, and post data; to avoid perceptual errors in performing computations. Ability to complete forms such as requisitions; to reconcile data; to prepare budget requests; to supervise consultant work; and to pay close attention to detail and accurately distinguish data.

Manual

1. Motor Coordination: Ability to accurately reach, feel or handle equipment used in daily work routine.
2. Finger Dexterity: Ability to pick, pinch, or otherwise work with fingers to operate above equipment.
3. Manual Dexterity: Ability to seize, hold, grasp, turn, or otherwise work with hands to operate above equipment.