



**NOTICE OF VACANCY
February 24, 2016**

POSITION: Senior Project Manager

DEPARTMENT: DPW - Capital

SALARY: M8 \$70,414 - \$84,160

HOURS: Monday – Friday 8:30am to 5:00pm

Position Purpose:

Performs professional, and technical work responsible for managing, coordinating, and directing water, wastewater, and storm water capital improvement projects. Coordinates and directs all activities and personnel involved in the implementation and completion of projects and contracts to include design, scheduling, construction, legal procedures, budget and construction compliance. Performs related work as required.

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.)

- Oversees the design and construction of utility improvement projects including water, wastewater, and storm water infrastructure. Insures that capital construction projects are designed, conducted and completed in accordance with goals established by the Department of Public Works with respect to quality of work, schedule and budget.
- Plans and executes the design and construction of municipal utilities in conformance with state and local design standards ensuring that the work is completed within the appropriation and time allotments provided.
- Creates project design standards and recommends critical design elements in the planning and oversight of the Town's transportation system infrastructure.
- Manages, organizes, coordinates and monitors activities and functions of projects in cooperation with other departments and outside agencies, contractors and design professionals.
- Coordinates and manages private consultants in the study, design and construction oversight of capital improvement projects. Manages projects through the public procurement process including bidding and construction.
- Determines need for, reviews and approves Change Orders on design and/or construction projects.
- Reviews and approves Contractors' Certificates for Payment and/or consultant invoices.
- Reviews, approves or details changes needed on consultant work products.
- Analyzes and prepares written reports on program and project performance using qualitative analyses and other project management techniques.

- Develops program and project budgets, schedules, work plans, labor utilization and cost estimates/projections.
- Works cooperatively with other Town employees and private organizations to facilitate project implementation and completion.
- Interacts with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.
- Meets with community representatives and developers to review proposed projects and activities.
- Works with community representatives, neighborhood groups to acquire input before the final design is completed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and works cooperatively and jointly to provide quality seamless customer service.
- May make presentations to Town Boards and Committees as well as to resident advocacy groups.
- Provides counter service for residents and contractors seeking plan, plot, utility and infrastructure information.
- Prepares construction drawings, specifications, cost estimates and contract documents.
- Develops a set of standard specifications for the Town to use for in-house designs.
- Performs duties of the Construction Manager or delegates duties as necessary to complete work.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Engineering, Master's Degree preferred; five to seven (5-7) years' of related experience; or any equivalent combination of education, training and experience. Must be a registered Professional Engineer (PE) in the Commonwealth of Massachusetts and possess a Class D Motor Vehicle Driver's License.

Knowledge, Ability and Skill:

Knowledge: Knowledge of principles and practices of engineering, research methods and report presentation, principles of budgeting, accounting and finance methods; knowledge of environmental laws and regulations as they pertain to roadway design, construction and operation; knowledge of industry standards and best practices; knowledge of applicable local, state and federal laws and regulations related to engineering, environment, infrastructure and procurement; knowledge and expertise with various local, state and federal funding mechanisms for infrastructure.

Ability: Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; use and interpret graphical information such as construction plans, schematic drawings, wiring drawings, flow charts, layouts and other visual aids, and electronic project management applications; interpret information accurately and make decisions according to existing laws, regulations and policies; ability to manage multiple project of various complexities with competing interest and multiple funding sources.

Skill: Strong interpersonal skills, excellent written and verbal communication skills. Proficiency with computers in all office software along with various engineering software applications like GIS or Arc View.

Physical Requirements:

The physical demands described here 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.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the direct supervision of the Town Engineer.

Supervision Given: Provides direction and guidance to other staff or subordinates assisting them in completing their assigned work.

Job Environment:

- General office conditions, field work is occasionally performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites, the workload is subject to seasonal and weather-related fluctuations, responds to emergencies Operates telephone, computer, hand power tools, survey equipment and standard office machines.
- Makes frequent contact with co-workers and the public as well as with service recipients and outside organizations such as vendors, banks, developers and contractors. Contacts are in person, by phone, email and group meetings and involve an information exchange dialogue.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, personal injury to self and/or others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.