

Construction Project Manager Career Ladder Matrix

Construction Project Manager Family		
Job Title	Construction Project Manager	Sr Construction Project Manager
Job Code	ME2119	MMM043
Pay Grade	45	47
Position Summary	Under the general direction of the Sr Director–Facilities Engineering and Construction or designee, the Construction Project Manager is responsible for managing the installation, operation, procurement and repair of infrastructure systems. The Construction Project Manager ensures the infrastructure systems comply with State Building Codes and regulations.	Under the general direction of the Sr Director–Facilities Engineering and Construction or designee, the Sr Construction Project Manager is responsible for managing the installation, operation, procurement and repair of infrastructure systems. The Sr Construction Project Manager ensures the infrastructure systems comply with State Building Codes and regulations.
Essential Functions /Scope	<ul style="list-style-type: none"> * Assist in developing specifications and soliciting bids for work to be provided by outside contractors Review construction specifications and drawings for compliance and evaluate contractor pre-qualifications prior to bidding * Approve and monitor contracts with outside contractors performing construction and maintenance projects on the building and central systems * Responsible for planning, scheduling assigning and communicating the work to be performed * Schedule activities of in-house maintenance staff and outside contractors assigned to projects to ensure compliance in specifications, budgets and schedules * Create work orders and phases to expedite work associates with construction projects * Exercise judgment and authority to start/stop work and alter schedules * Ensure schedules and cost projects are maintained and charge orders are controlled * Prepare project reports and schedules on contractor’s activities * Monitor and control construction procedures and activities. Supervise, identify, and resolve situations requiring change orders, and inspect activities of assigned contractors ensuring quality assurance and conformance to UMMS specifications and standards * Coordinate tie-ins of utility systems to insure continuity of service and minimize downtime * Coordinate construction projects among subcontractors, inspection agencies, and UMMS operations * Review and approve requests for payments, invoices, time slips and change order documentation 	<ul style="list-style-type: none"> * Responsible for overseeing project engineering, design and construction, including management of staff and consultants, within defined objectives and approved budgets * Manage capital improvement projects; review, approve studies, design plans, specifications, cost estimates and schedules * Inspect all construction installations and repair projects and participate in acceptance testing; review test reports before final payments for services are made * Support facilities engineering staff with consultation and communications on State Building Codes, Safety Policies, JCAHO, and OSHA requirements * Develop specifications and solicit bids for work to be provided by outside contractors
Required Qualifications	<p>Bachelor’s degree in Architectural, Civil, Electrical, or Mechanical Engineering or equivalent experience</p> <p>State of Massachusetts Licensed Construction Supervisor (or ability to obtain within 6 months)</p> <p>5-7 years supervisory experience on maintenance or construction projects</p> <p>Knowledge of all construction trades</p> <p>Working knowledge of State Building Codes, Fire and Life Safety Codes and Safety Regulations, as well as complex mechanical and electrical building systems</p> <p>Excellent communication skills to interact with staff at all levels</p>	<p>Bachelor’s degree in Architectural, Civil, Electrical, or Mechanical Engineering or equivalent experience</p> <p>Massachusetts Construction Supervisor Licensure</p> <p>7-9 years supervisory experience on maintenance or construction projects</p> <p>Ability to manage facilities construction projects from conception through implementation</p> <p>Working knowledge of State Building Codes, Fire and Life Safety Codes and Safety Regulations, as well as complex mechanical and electrical building systems</p> <p>Excellent communication skills to interact with staff at all levels</p>
FLSA Status	Exempt	Exempt
Promotional Process	Requisition	Requisition or In-family Promotion from Construction Project Manager