

**NOTICE OF VACANCY  
September 15, 2021**

**POSITION: Senior Project Manager**  
**DIVISION: Public Works**  
**SALARY RANGE: \$72,090.72 – \$79,594.32**  
**HOURS: Monday – Friday 8:30am to 5:00pm**

**Position Purpose:**

Performs professional, and technical work responsible for managing, coordinating, and directing water, wastewater, transportation, and storm water capital improvement projects. Manages activities and personnel involved in the implementation and completion of projects and contracts to include design, scheduling, construction, legal procedures, and 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, transportation, 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.
- 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.
- Negotiates and approves Change Orders on design and/or construction projects.
- Reviews and approves Contractors' Certificates for Payment and/or consultant invoices.
- Reviews consultant work products and negotiates scope changes.
- 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 City 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.
- Makes presentations to City Boards and Committees as well as to resident advocacy groups.
- Reviews construction drawings, specifications, cost estimates and contract documents.
- Provides input for standard specifications for the City to use for in-house designs.
- Performs duties of the Construction Manager or delegates duties as necessary to complete work.

**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, including MS Word, Excel, Project, PowerPoint, and Access, along with various engineering software applications like GIS or Arc View. Experience with CAD and electronic construction document management software preferred.

**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 Director of Capital Project Management.

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

**Job Environment:**

- General office conditions, field work is routinely 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, 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 buildings and equipment, and significant monetary loss and/or legal repercussions.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

**Please visit our website:**

**[www.framinghamma.gov/jobs](http://www.framinghamma.gov/jobs)**

**The City of Framingham is an Affirmative Action Equal Opportunity Employer.**