

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Project Manager
Department: Department of Public Works
Appointing Authority: Town Manager
Affiliation: AFSCME
Grade: G-7
Personnel Board Approved: 6/12/2018
Personnel Board Revised: 10/30/2018, 2/7/2023

Summary of Duties

Professional, technical, administrative, and managerial work in planning, directing and managing Town construction capital projects. Performs complex and responsible functions requiring the exercise of discretion and independent judgment in the planning, directing, and overseeing of construction and capital projects. All other related work as required.

Supervision Received

Reports to and works under the general direction of the DPW Director. Advises the Town Manager, DPW Director as well as various department heads, boards and committees regarding various aspects of construction and capital projects. Receives direction from the DPW Director on non-routine matters as necessary.

Supervision Exercised

Supervises construction and capital project work. Directs and oversees the work of contractors and project vendors.

Job Environment

Office work is performed under typical office conditions; field work is performed with frequent exposure to variable weather conditions and construction hazards; may be

required to oversee emergency and weather related circumstances. Operates a personal computer and standard office equipment.

May operate or use a wide variety of vehicles, equipment and tools.

Makes frequent contact with the general public, other Town officials, state and regional government agencies, contractors and vendors; contacts are in person, by phone or in writing and involve discussing complex information; frequently responds to and resolves a wide-variety of issues. Close cooperation, coordination and collaboration may be required with other Town departments, boards and committees.

May have access to Department-related confidential information.

Errors in decisions could result in lower standards of service, sub-standard work, inadequate construction, or danger to public safety.

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.

Assists departments, boards and committees in defining and developing project scopes, objectives and plans; advises on technical feasibility.

Works in conjunction with the sponsoring authority to develop RFPs, and RFQs; serves as a member of the evaluation team for RFPs and RFQs.

Creates a detailed work plan which identifies and sequences the activities needed to successfully complete the project; establishes quality assurance guidelines and ensures guidelines are met.

Develops a schedule for project completion; identifies significant milestones leading to completion; reviews project schedule with the input of the sponsoring authority.

Monitors the progress of the project and periodically reports to the project sponsor with respect to project schedules, budgets and quality of construction.

Develops and reviews change orders with the sponsoring authority as required; makes recommendations on unanticipated contractor costs.

Ensures project spending is consistent with approved funds.

Ensures project documents are complete, current and properly stored at project's completion.

Coordinates and monitors major project billing; approves invoices for payment; develops and prepares related reports.

Attends board and committee meetings related to project development, execution and completions.

Prepares correspondence and memoranda on behalf of the sponsoring authority.

Maintains cooperative working relationship with other departments, employees, vendors, contractors and the general public; answers questions and resolves issues. Performs similar or related duties as directed, required, or as situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in project management, engineering or a related field.

Experience:

Over two (2) years of progressively responsible, experience in project management and administration, of which at least one (1) year is in a management or supervisory position. Experience with MA public bidding laws is preferred.

Substitutions:

None.

Licenses/Certificates:

None

Knowledge, Abilities and Skills:

Knowledge of the principles and practices of project management

Knowledge of state procurement laws, practices and contract management

Working knowledge of building construction techniques and practices

Working knowledge of building systems, ie; HVAC, alarms, security, utilities, etc.

Ability to read and interpret blueprints, floor plans and specifications

Ability to communicate effectively, orally and in writing

Ability to effectively handle problems and respond in time sensitive situations

Ability to manage complex technical and administrative duties requiring independent judgement

Ability to maintain effective working and professional relationships with employees, officials, contractors, vendors and the general public

Ability to develop policies and procedures to accomplish goals and objectives

Demonstrate good organizational, planning and budgeting skills

Physical Requirements

Moderate physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 50 pounds. Requires good close, distant, and peripheral vision, and depth perception. Ability to lift heavy objects and to occasionally performs some strenuous work under varying weather conditions.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.