

Senior Project Manager, Engineering & Operations

Job Summary:

This position is responsible for Planning, Designing, Leading, and Managing assigned Capital Projects; as well as for providing advanced senior level technical expertise and leadership in construction methodology, project management, vendor management, project financial management, project life cycles, requirements analysis, and quality assurance. Possesses excellent customer service and analytical skills. Exhibits initiative and a strong desire to achieve results.

Principal Responsibilities:

- Manage multiple complex Capital Projects, with very limited guidance from the Director of Engineering, to ensure desired outcome is achieved in the safest most economical manner in compliance with all applicable Federal and State codes, construction industry standards, and FRB construction standards.
- Provide advanced technical expertise and leadership in all facets of a project - from project development, budgeting, and life cycle costing to project execution, completion, and reporting.
- Coordinate architects and engineers to develop design drawings for project. Provide technical input as required to ensure project drawings reflect desired outcomes.
- Coordinate requirements analysis, design, and quality assurance activities for assigned projects.
- Lead/coordinate General Contractor and project team to ensure project is complete within the agreed upon time frame and budget. Manage all change orders, invoice approvals, reports, contracts, closeout documents, and training programs.
- Work in a consulting role on other technical projects and act as a resource to other staff and departments as required.
- Attend training and seminars to remain current of state of the art project management techniques and trends.

Other Accountabilities:

Perform other duties as assigned.

Supervision:

This position directly supervises 1-3 people.

Knowledge and Experience:

Bachelor Degree required in Engineering, Mechanical or Electrical. Advanced degree and other advanced training are preferred. A minimum of 10 years of job related experience managing complex construction, engineering and sustainability projects and progressive leadership required. Certifications and Training required:

Massachusetts CSL – Unrestricted License; Construction Document Technologist

(CDT) certification; OSHA 10- Construction Safety Certification; LEED accreditation preferred.

Computer Skill: Microsoft Office Suite, Project, Excel, Power Point, Auto CAD, Primavera

All employees assigned to this position will be subject to FBI fingerprint/ criminal background and Patriot Act/ Office of Foreign Assets Control (OFAC) watch list checks at least once every five years.

All employees who are assigned to this position will be subject to credit, FBI fingerprint/ criminal background and Patriot Act/ Office of Foreign Assets Control (OFAC) watch list checks at least once every five years. Successful internal posting candidates will also be subject to credit re-screening before transferring.

The above statements are intended to describe the general nature and level of work required of this position. They are not intended to be an exhaustive list of all duties, responsibilities or skills associated with this position or the personnel so classified. While this job description is intended to be an accurate reflection of this position, management reserves the right to revise this or any job description at its discretion at any time.

TO APPLY:

Email resume to Rob Stella, Senior Recruiter, PRC at the Federal Reserve Bank of Boston: Rob.Stella@bos.frb.org

Please include job title in subject of email.