

Construction Project Manager

Reporting to the Director of Engineering & Capital Projects, the Construction Project Manager (CPM) plays an important role in creating, optimizing, and enhancing the functionality, efficiency, aesthetics, and sustainability of the total building experience in our 1 million sq.ft. Class A facility. Providing technical expertise and team leadership in project management, building code requirements, and construction methodology, the CPM is responsible for the overall direction, oversight and financial control of Capital Projects, from project development, budgeting and organization to scheduling, implementation and post-completion. The CPM directs and supervises project superintendents, engineers, architects and contractors, establishing operational priorities to ensure a timely and cost effective outcome, and coordinates work within the Bank's busy and professional environment. The CPM interacts regularly with people at all levels of the organization and external construction contacts, representing RESG as a professional partner.

Principal Accountabilities

1. Take full responsibility to manage complex Capital Projects according to all applicable regulations and Bank construction standards and parameters to ensure required outcome is achieved safely, within budget and on schedule. Provide technical expertise, leadership and oversight in all project aspects, from project development, budgeting, and life cycle costing to project execution, completion, and reporting.
2. Coordinate architects and engineers in developing project design drawings and develop and /or review engineering drawings and specifications to ensure compliance with applicable codes and building standards and that drawings reflect required project outcomes; perform constructability and coordination reviews.
3. Expedite, prepare, distribute, coordinate, update, and monitor all critical Project Documentation, including but not limited to plans, sketches, change orders, master schedules, project progress reports, purchase orders and invoice approvals, OEM's, as-built drawings, and equipment commissioning. Create effective scopes of work for bid packages; ensure contract documents and logs are established and maintained.
4. Negotiate and prepare bid documents for the contracting of services and equipment. Identify competitive vendors.
5. Negotiate change requests and prepare change management reports, estimates and other cost reporting documents; review monthly General Contractor pay requisitions against project percent complete.
6. Develop and implement project controls, standards and procedures. Identify project risks and independently develop mitigation plans
7. Compile pertinent information on building systems to support development of required designs and plans.
8. Provide data for the development of objectives, Capital Projects and capital equipment, as requested.
9. Serve as a technical resource to RESG, Bank staff, tenant firm representatives and outside vendors regarding building equipment and systems as needed.
10. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
11. Meet regularly with Director of Engineering & Capital Projects to provide written and oral reports detailing work activities and the status of assigned projects.
12. Track and complete all work orders in a timely manner via our proprietary facilities maintenance and asset management system (FedTRAC).
13. Assist other Project Managers, as needed.
14. Respond to off-shift emergency calls, as needed.

Other Accountabilities

Perform other duties as assigned. Comply with all Bank and department policies and procedures.

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.

The Federal Reserve Bank of Boston is committed to a diverse and inclusive workplace and to provide equal employment opportunities to all persons without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or military service.

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:

Please email resume and cover letter to Rob Stella, Rob.Stella@bos.frb.org .