

Job Description for:

Project Manger

FLSA Classification

Exempt

Employment Category

Administrative Staff

Reports to

Chief Financial Officer

Benefits Eligibility

Full time benefits eligible

Schedule

Generally, Monday through Friday 8am – 4pm with periodic Saturday work as scheduled

Last Updated

April 7, 2023

Job Description

Summary/objective

Responsible for organizing, managing, and planning complex projects for the School's maintenance, development, and improvement.

Supervisory Responsibilities:

- None

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- **Capital Improvement Project Work – Board Level**
 - Outlines the tasks involved in the project and delegates accordingly.
 - Monitors project progress, drafting and distributing periodic progress reports for leadership and stakeholders.



Human Resources

- Conducts cost analysis, estimating expected costs for the project – cash flow / gifts.
- Prepares and implements project budgets based on estimates.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate).
- Addresses questions, concerns, and/or complaints throughout the project.
- Acts as a liaison between company, customers, and vendors.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Identifies needs, makes recommendations for, and facilitates the procurement of furniture, equipment, and other goods.
- Manage and track capital projects on campus - budget, deadlines, management of vendors/construction manager.
- Collaborate with Facilities on any operational issues for new construction through the first 5 years after completion of construction.
- **Facilities projects**
 - Manage the tree population on all School owned property.
 - Monitor, track, and project utilities usage. Provide recommendations for improvements to utilities use.
 - Collaborate with Director of Facilities on deferred maintenance prioritization and project planning.
 - Manage faculty moves (new arrivals, on campus moves) space management / organization.
 - Manage campus parking assignments.
- **Town**
 - Manage conservation easements on all School owned property.
 - Pulls all necessary permits for all work done on campus.
 - Coordinates town/gown relations in collaboration with the Head of School – working closely with the Town of Concord officials.
- **Committee Work**
 - Board of Trustees - Member of the Buildings and Grounds Committee
 - Chair the Safety Committee (meets quarterly)
- **On call**
 - Member of the on-call facilities team to respond to afterhours needs.
- Performs other related duties as assigned.



Human Resources

Competencies

- Excellent verbal and written communication skills.
- Ability to use computer-based software including email and MS Office.
- Ability to work independently and handle multiple priorities and deadlines simultaneously.
- Strong analytical and problem-solving skills as well as a strong customer focus.
- Respect for diversity of identities and experiences, an orientation toward equity and inclusion, and cultural competency in all aspects of School life.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Developing supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or the ability to quickly learn about the project being developed.
- Ability to communicate effectively with a variety of community groups including students, parents, staff, faculty, and city/state officials and law enforcement.
- Sufficient ability to read, write, speak, understand, and communicate in English to complete work efficiently, effectively, courteously, and to coordinate with other leaders within the department and across the organization.

Work environment

- In an office environment.
- Out of doors in all weather conditions known to the New England environment.

Physical demands

- Prolonged periods sitting at a desk and working on a computer.
- Remain standing for extended periods of time.
- Ability to go up and down flights of steps.
- Ability to lift, push, and pull heavy objects.
- Ability to stoop, squat, bend, kneel, crouch, and lift.
- Must be able to lift 15 pounds at a time without assistance.
- Ability to traverse various areas of the facility (including unpaved areas, dirt paths, uneven terrain, etc.) to conduct inspections and coordinate construction.
- Ability to withstand exposure to inclement weather (rain, snow, sleet, freezing temperatures, etc.).
- Communication skills using the spoken and written word.
- Ability to see with normal parameters.
- Ability to use a visual display terminal with continuous wrist movement on a keyboard.



Human Resources

- Ability to hear within normal range.
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard.

Travel required

- Within the New England region as needed based on scheduling of resources.
- Limited travel for attendance of training or conferences.

Required education and experience

- Bachelor's degree in Business or related field
- At least three years of related experience required.
- PMP, PgMP, CAPM, and/or comparable project management certifications highly desirable.

Additional eligibility requirements

- Able to successfully complete CHRI, CORI, and SORI checks.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply, please send an email with the job title in the subject line, explain why you are interested in this role, and attach your resume to hr@mxschool.edu.