

Project Manager, Engineering & Operations

Job Summary:

This position is responsible for managing one or more Capital Projects and for providing technical expertise and leadership in construction methodology and project management. This position reports to the Director of Engineering and Capital Projects.

Principal Accountabilities:

Manage one or more complex Capital Projects to ensure desired outcome is achieved in the safest most economical manner while maintaining FRB construction standards. Provide 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.

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, and contracts.

Work in a consulting role on other technical projects and act as a resource to other departments as required.

Other Accountabilities:

Perform other duties as assigned.

Supervision:

This position directly supervises 0-3 people.

Knowledge and Experience:

Knowledge and experience normally acquired through, or equivalent to, the completion of a Bachelor's degree in Engineering and a minimum of 4-8 years of job related experience developing and executing all aspects of large scale multi-million dollar projects .

LEED accreditation desirable.

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:

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

Please include title in subject line.