



Haverhill

Human Resources Department, Room 306

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April 27, 2018

JOB # 2018-015

**PLEASE POST
ANTICIPATED OPENING**

POSITION:

PROJECT MANAGER

Facilities Management Projects, Capital Improvement and Energy Conservation

HOURS OF WORK:

Part-time or Full-time position (to be determined)

SALARY:

Salary to be negotiated

(Administrative & Professional positions salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Reporting directly to the Mayor, the Project Manager will be responsible for the Energy Program, supervise development and implementation of the City's Capital Improvement Program and oversee Facilities Management in City Hall and other city owned buildings.

CAPITAL IMPROVEMENT

The Project Manager will oversee engineering/construction project management work for capital projects and facility upgrades; ensure that project schedules costs and overall quality perform objectives are met across a diverse range of capital improvement projects; coordinate, manage, and monitor the progress of assigned projects and programs at all stages of development to ensure timely/efficient/cost effective projects; and perform related work as required.

ENERGY

The Project Manager will evaluate technology and assess trends in renewable energy; implement energy efficient and conservation projects throughout city buildings and infrastructure; increase vehicle fuel efficiency; identify project opportunities, set priorities, develop implementation strategies, and oversee their progress; identify and realize funding opportunities; establish partnerships with the commercial and institutional sectors. Develop new policies for the municipal sector; coordinate with surrounding communities on regional issues. Negotiate energy contracts.

FACILITIES

The Project Manager will be responsible for overseeing maintenance and cleaning in City Hall and other city owned buildings; will supervise the work of the day custodian and evening cleaning crew on a daily basis. The Project Manager will conduct an annual needs assessment of City Hall and develop and implement a written preventative maintenance plan for City Hall and other city owned buildings. May be required to perform minor repairs at City Hall. May be responsible for opening or closing City Hall. Will prepare the Building Maintenance budget and provide recommendations for purchases of supplies and equipment.

Oversee inventory of equipment and supplies to assure proper maintenance and repair services. Performance of duties require regular interaction with vendors, contractors and city departments/employees. Manage consultant contracts, contracted construction services, building trades, and mechanical, electrical and plumbing contractors.

The duties listed above 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.

QUALIFICATIONS:

Minimum of a Bachelor's degree in Civil Engineering, Building Construction or Project Management, Architecture or related field and a minimum of five (5) years of work experience in successfully managing construction projects, along with experience in project management, capital program planning and energy management; or any equivalent combination of education and experience. MCPPO certification preferred. Experience with Building Management, Rail Trails, Energy & Solar projects would be helpful.

PHYSICAL REQUIREMENTS: Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City (which may include evening meetings), and frequent travel to sites to investigate building issues or monitor construction. Strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. May conduct work indoors and outdoors. May be exposed to rain, snow and other weather conditions. Workday may exceed more than seven (7) hours. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

OPEN UNTIL FILLED

**ADDRESS COVER LETTER/RESUME
AND APPLICATION TO:**

**Denise McClanahan, HR Director
City of Haverhill
4 Summer Street, Room #306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2018-015 WHEN APPLYING ONLINE.