

Project Manager, Capital Programs Tufts University

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Downloaded On: May. 8, 2024 11:37pm

Posted Feb. 19, 2024, set to expire Dec. 31, 2024

Job Title	Project Manager, Capital Programs
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management Facilities Operations
Job Website	https://jobs.tufts.edu/jobs/20180?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Capital Programs Department is responsible for the design and construction of all capital projects for Tufts University. Working closely with the Facilities, Planning, Operations Control Center and Finance Departments, the department executes the long-range capital plan for the 5.9 million square feet of buildings and infrastructure on our two Boston (Health Sciences in Chinatown and the School of the Museum of Fine Arts at Tufts in the Fenway) campuses, Grafton (Cummings Veterinary) campus, and Medford/Somerville campus. The department ensures that quality objectives are achieved, and resources are effectively managed, and coordinates facilities data collection for asset-based management and other analytical and operational tools. This department will also be responsible for implementing projects critical to Tufts' goal to decarbonize the institution by 2050.

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What You'll Do

This position of Project Manager, Capital Programs reports to the Associate Director of Capital Programs. This position is responsible for managing a collection of capital projects in an entrepreneurial fashion, including schedule and budget management, procurement and contracting, consultant management, and maintaining communications with the many individuals/departments associated with a capital project. Projects may involve science and engineering laboratories and core facilities, health care environments, academic spaces, student residences, utilities and infrastructure repairs or upgrades, clinical environments, deferred interior or exterior building maintenance, interior fit-outs or rehabilitation, and new construction ranging from \$100k to \$30M. At a project's inception this includes developing programmatic scope, schedule and preliminary budget estimates; maintaining high[1]quality relationships with future occupants and stakeholders, utilizing a shared project management software platform (PMWeb) to track every financial action, compiling asset data to support future operations and obtaining campus and outside regulatory approvals. The Project Manager will work with consultants and stakeholders to develop designs and construction documents, work with procurement to award external contracts, administer construction activities including project cost control and quality assurance, and accurately report and document project information.

This position will apply best practices for comprehensive project risk management and reporting, including oversight of project schedules and budgets from planning through project closeout/turnover. The individual must possess a strong business sense, negotiating skills and familiarity with project management tools. Of utmost importance is maintaining high customer satisfaction levels and completing projects on time and within budget. Additionally, this position will work with others in the Operations Division and the University to satisfy sustainability and energy goals.

This position is a hybrid role, meaning that the candidate must be in commuting distance to all four campuses (Boston Health Sciences, Boston School of the Museum of Fine Arts, Grafton Veterinary, and Medford/Somerville), but has flexibility to work remotely. This position is expected to primarily support the Grafton Veterinary campus with secondary support to the Medford/Somerville and Boston Health Sciences campuses,

What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired through the completion of a Bachelor's degree in construction management, architecture, engineering or related field or related professional experience and
- A minimum of 5 years of progressively responsible experience in architecture, engineering or construction management. Experience with project management for an institutional or large-organization owner's facility projects, renovation and new construction, preferred. Candidate will have experience managing several projects simultaneously and developing projects from planning and design through construction completion
- Competency with Microsoft Excel, Word, and Power Point; web-based database project management systems
- Basic familiarity with budget and financial management systems, such as People Soft; CAD systems; project controls, project scheduling systems, and project management and reporting software such as PMWeb. Construction management software such as BIM360.

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Preferred Qualifications:

- Familiarity with architecture, mechanical, electrical, plumbing and structural and building envelope systems, in particular those contributing to sustainability.
- Good basis in computer literacy/ease in picking up new computer programs (i.e. prefer to work on the computer rather than not).
- Natural inclination to contribute to improvement of internal departmental working processes. Shares a wealth of knowledge based on experience freely.
- Licensing (RA, PE, LEED, PMI, CM, CEEM or trade license) desirable.
- Ability to communicate graphically is highly desirable, as well as good writing skills

Working Conditions:

- Coordinates construction site preparedness and response to emergency situations on all campuses as required.

Pay Range

Minimum \$93,200.00, Midpoint \$116,500.00, Maximum \$139,800.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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