



Haverhill

Human Resources Department, Room 306
Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com
Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com
Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

February 28, 2020

JOB # 2020-012

**PLEASE POST
ANTICIPATED OPENING**

POSITION: PROJECT MANAGER for Capital Improvement projects
HOURS OF WORK: Part-time position (hours to be determined)
SALARY: Salary to be negotiated

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Reporting directly to the Mayor, the Project Manager will be responsible for supervising the development and implementation of the City's Capital Improvement Program.

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.

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:

Bachelor's degree in Civil Engineering preferred, Building Construction, Project Management, Facility 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, facility management and energy management; or any equivalent combination of education and experience. CFM certification preferred. Experience with Building Management, Rail Trails, Energy & Solar projects would be helpful.



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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/SORI screening prior to appointment.

CLOSING DATE:

OPEN UNTIL FILLED

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources 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 # 2020-012 WHEN APPLYING ONLINE.