

Project Management

- Participates as the lead in the project team through the design, permitting approvals and construction of major existing and new projects, building envelope upgrades and interior renovations across the Harvard Campus.
- Manages the project delivery process through all project phases. Facilitates communication throughout project, particularly during transition from one phase to the next.
- Works with HCP leadership to develop and maintain project schedules and budgets for all projects.
- Participates in the owner's construction meetings to review construction progress and quality. Monitors, systematizes, recommends, and reports on all change proposals and monitors impact on project schedules and budgets.
- Manages project quality control through design team, independent testing firms, commissioning authorities and other resources, as necessary.
- Manages submittal review process to ensure expeditious processing.
- Observes all on site tests required by the contract documents and coordinates testing activities by agents retained by the Owner. Observes and reviews the contractor's record drawings and reports any apparent failure by the contractor to maintain records.
- Manages a timely and orderly project closeout processes. Works with consultants and operations personnel to prepare a punch-list for the contractor and ensure punch-list items have been addressed appropriately.
- Helps sustain an environment that fosters teamwork, excellence, respect, accountability, and diversity.

Financial Management

- Reviews and recommends for payment, project invoices within appropriate signing authority.
- Coordinates closely with HCP cost control staff. Monitors project monthly cash flow projections. Provides budget updates, reviews proposed change orders and discusses project budget issues with HCP senior staff as needed.
- Guides design decisions by stakeholders to maintain the project scope within the approved scope and budget. Coordinates and takes part in the value engineering

process.

Regulatory Approvals

- Together with other members of the project team, coordinates submissions to jurisdictional authorities for permitting. Ensures compliance with regulations and all authorities having jurisdiction. Arranges for all jurisdictional authorities' inspection necessary to secure final approval for projects, as necessary.
- Perform other duties as assigned.

Basic Qualifications

- Minimum 8 years project management experience.
- Bachelor's degree is preferred, or an equivalent combination of relevant education and experience will be considered; Concentration of experience must be in a technical field (architecture or engineering) related to construction and project management.
- Experience with renovation of existing buildings, interior, fit outs and exterior envelope upgrades.

Additional Qualifications and Skills

Skills & Knowledge:

- Leads through influence rather than through authority.
- Ability to thrive within a team structure.
- Effective communication and presentation skills with stakeholders.
- Ability to work with diverse constituencies.
- Familiarity with design and construction processes.
- Familiarity with City, State, and Federal codes and ordinances.
- Ability to develop and maintain project budgets, cash flow projections and schedules.
- Skills in interpreting architectural and construction contracts.
- Ability to negotiate and resolve confrontational issues as they arise.
- Commitment to diversity and to serving the needs of a diverse organization.

Additional Qualifications:

- Field experience on construction sites is desirable.
- Design and construction of buildings with exemplary sustainability performance.

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