

COMMONWEALTH OF MASSACHUSETTS
CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new part-time position entitled Facilities & Infrastructure Project Manager and establishing the salary therefor in the Department of Public Works.

The City Council by virtue of General Laws, Chapter 43, §105 has the right to create and/or delete positions.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code", adopted by the City Council on December 23, 2008, as amended, is hereby further amended as follows:


1. In accordance with Chapter 43, Section 105 Mass. General Laws, the following position and salary is created in the Department of Public Works, effective upon passage:

One (1) Facilities & Infrastructure Project Manager
Ordinance, Non-Union
Part-Time \$70/hour; not to exceed 20 hours per week

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:


John J. McKenna
Interim 1st Assistant City Solicitor

City of Lowell
Job Posting
Please Post:
Deadline:
Department of Public Works
Facilities and Infrastructure Project Manager, Part Time

Job Title: Facilities & Infrastructure Project Manager, Part Time
Department: Department of Public Works
Reports To: Commissioner of Public Works, other individuals as delegated by Commissioner
Union: Ordinance; Non-union
FLSA Status: Exempt
Salary: \$70.00 per hour; not to exceed 20 hours per week

SUMMARY

Performs construction project management or facilities management work, under the direction of the Department of Public Works, requiring the application of construction project management principles. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The essential functions or duties listed below are intended only as illustration 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.)

- Manage construction projects which include project discussion and meetings, review of scope, contract documents and schedule, tracking progress of projects, oversight of execution of project scope, processing and tracking invoices and review of deliverables.
- Oversees the work of contractors working on road, bridge, utility parking (horizontal construction) municipal and school projects. Maintains knowledge of all plans and specifications for construction projects. Inspects contractor performance for quality and conformance with specifications.
- Administers and performs on-site inspections for compliance with rules and regulations.
- Maintains daily and weekly logs of contractor and site activities. Verifies quantities of materials upon delivery and after placement; verifies quantities of materials for payment requisitions, verifies and modifies contract item quantities; and provides construction reports.
- Communicates regularly with other departments regarding the ongoing construction project; coordinates construction activities to minimize disruptions to residents; issues proper notification of events during construction projects.
- Performs field work as required to develop, check and alter locations and plans as required by project construction.
- Review engineering plans, prepare specifications, designs and construction estimates.
- Assists with the preparation of documents for competitive bidding, evaluates bids and recommends contract award.

- Work with representatives of public utility and private development companies and other town utilities to arrange and coordinate activities; attends job meetings with contractors and other City departments.

QUALIFICATIONS

Bachelor's Degree in Construction Project Management or Facilities Management or related field; three (3) to five (5) years progressively responsible experience in public works, private development and construction, preferably in a municipal setting; or any equivalent combination of education and experience.; OSHA 10 hour construction safety training or ability to obtain within six months of hire both preferred. Must have a valid Driver's License and Construction Supervisor License.

Knowledge, ability and skills of principles and practices of basic construction project management or facilities management disciplines as they relate to municipal and private development projects. General knowledge of municipal projects, materials used and standard construction practices, including safety (OSHA) procedures, industrial standards and legal requirements as they pertain to public bidding. General knowledge of federal and state laws and regulations that pertain to public works and construction compliance. Understanding of current survey practices.

Ability to perform data analysis in support of strategic planning involving coordination, correlation, as well as using discretion in determining schedule, place and sequence of operations. Ability to implement/execute decisions based on data analysis. Ability to interact effectively with co-workers, supervisors, contractors and the public.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Construction Project Management or Facilities Management preferred or a related field with two to three (2-3) years of progressively responsible experience in public works, private development, and construction, preferably in a municipal setting or any equivalent combination of education and experience. Preference will be given to candidates that have knowledge of the application, rules and regulations with regard to land development and public infrastructure. General knowledge of federal and state laws and regulations that pertain to public works and construction compliance, historic review and development of waterfront or canal ways. Individuals must have a valid Massachusetts Class D Driver's License, and OSHA 10 Certification, and Construction Supervisor License required.

LANGUAGE SKILLS

Strong interpersonal skills, excellent written and verbal communication skills, proficient computer skills including Autodesk Land Development/Civil/ Survey CAD software, Geographical Information System (GIS), Microsoft Office (Word, Excel, Access, Outlook, etc.), Water and Sewer modeling software and engineering/ survey calculation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to

stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer who requires a physical with drug screen and CORI, post offer.

Qualified individuals should apply by the deadline of by submitting application/resume with cover letter using the City of Lowell job opportunities online portal: <https://ess.lowellma.gov/employmentopportunities>

The City is committed to encouraging diversity and inclusion through equitable opportunities for all community members. The aim is for our workforce, including contractors, to be truly representative of all sections of society and our community, and for each team member to feel respected while fostering belonging.

EOE/AA/504 Employer



Thomas A. Golden, Jr.
City Manager

November 22nd, 2022

Mayor Sokhary Chau
And
Members of the Lowell City Council

SUBJECT: Ordinance - Create New Position – DPW Facilities and Infrastructure Project Manager

Dear Mayor Chau and Members of the Lowell City Council,

I respectfully request that the City Council vote to support the enclosed Ordinance to create a new position in DPW for a part time facilities & infrastructure project manager, which will act as an owner’s project manager (“OPM”) for many of the ongoing capital projects in the city. The funding source for this position will come from the DPW salaries and wages account. This position will assist the DPW Commissioner with construction project management and facilities management.

One of the goals of my administration, which has been brought forth through the City Council, is a renewed emphasis on preventive maintenance of the city’s municipal buildings. This proposal, if voted on by the council, will afford the DPW Commissioner the flexibility to utilize this person in any and all construction project management related projects including upgrading and enhancing the city’s municipal buildings.

A copy of the proposed job description is also included.

Sincerely,

Thomas A. Golden, Jr.
City Manager

Cc: Conor Baldwin, Chief Financial Officer
Paul St. Cyr, DPW Commissioner