

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new position of American Rescue Plan Act (ARPA) Project Construction Manager and establishing the salary in the Department of Planning and Development.

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The City Council, by virtue of the Massachusetts General Laws, Chapter 43, §105, has the authority 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. The following position and salary is created in the Finance Department:

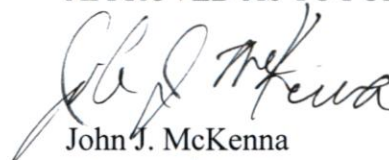
One (1) American Rescue Plan Act (ARPA) Project Construction Manager  
\$74,541.48 (min) to \$87,494.16 (max); 35 hours per week;  
Position is contingent on availability of grant funding.

The above position and salary created by this Ordinance shall be filled only when the necessary funds for said position have been appropriated and said position and salary shall be eliminated when said funds are no longer available.

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inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.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 1<sup>st</sup> Assistant City Solicitor

**City of Lowell  
Job Posting  
Please Post:  
Deadline:  
Department of Planning and Development  
ARPA Project Construction Manager**

**Job Title:** ARPA Project Construction Manager  
**Department:** Department of Planning and Development  
**Reports To:** Chief Design Planner  
**Union:** Ordinance/Non-Union  
**Salary:** \$74,541.48 (min) to \$87,494.16 (max) annually; 35 hrs. weekly; Grant-funded

**SUMMARY**

Performs Project Management for ARPA funded special projects under the direction of the Department of Planning, requiring the 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 ARPA-funded 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.
- Manages contracts for professional services and construction services
- Performs site visits to oversee the work of contractors working on a variety of ARPA funded municipal projects.
- 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 surveys as required to develop, check and alter locations and plans as required by project construction.
- Review engineering plans, specifications, designs and construction estimates.
- Assists with the preparation of documents for competitive bidding, evaluates bids and recommends contract award.
  
- May be required to attend public meetings; may represent City at Council Meetings.
- Other duties as assigned.

**QUALIFICATIONS**

Bachelor's Degree in Civil Engineering, Construction Engineering and Surveying 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. Must have a valid Driver's License.

Knowledge, ability and skills of principles and practices of basic civil engineering disciplines as they relate to municipal and private development projects. General knowledge of municipal projects, materials used and standard construction practices 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**

A candidate for this position must have a Bachelor's Degree in Engineering, Construction Engineering and Surveying 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.

**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 send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ Applicants may also send resume with cover letter to fax 978-446-7102 or email to*

**EOE/AA/504 Employer**



Thomas A. Golden, Jr.  
City Manager

December 6, 2022

Mayor Sokhary Chau  
And  
Members of the Lowell City Council

Dear Mayor Chau and Members of the Lowell City Council,

I respectfully request that the City Council vote to create the ARPA Projects Construction Manager position in the Department of Planning and Development.

This new position was included in the FY23 budget and will be funded with ARPA dollars. With the number of new projects coming out of DPD due to ARPA funding, there is a need for increased Project Management capacity in DPD. This new position will help make it possible for DPD to successfully implement a variety of upcoming projects across the city, while continuing the many projects already underway.

Sincerely,

Thomas A. Golden, Jr.  
City Manager

CC: Yovani Rose-Baez, Assistant City Manager / DPD Director