



## *Employment Announcement*

# **CAPITAL PROJECTS MANAGER**

## **Town of Bedford Facilities Department**

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The Town of Bedford (pop. 13,995) seeks candidates for the position of Capital Projects Manager. Under direction of the Facilities Director, the Capital Project Manager performs duties related to project management, contract management, and maintenance planning and acts as the liaison to Town committees, Principals, Department Heads, and vendors. The Capital Projects Manager is responsible for budget/fiscal oversight of capital projects, and performs other related work as required. This position will also have a major role in implementing the Town's short and long term capital asset management program.

Responsibilities include but are not limited to: utilizing and maintaining the Town's capital asset management software, assisting in the development of scope of projects, assisting in the development of RFP's and RFQs, insuring contract documents, specifications and drawing are met, ensuring all punch list items are timely and making sure all closeout documents are turned over to the owner and properly coordinated & filed. The Capital Projects Manager would also help to resolve conflicts between the Contractor and Design Team and would act as a liaison between Town committees and Design Teams while attending meetings related to studies, schematic design, design documents, construction and the close out of project.

Candidates must have knowledge of the following: public procurement laws and regulations, construction and design services, contract administration procedures, best practices of buildings construction, knowledge of price trends and grades of quality of materials and equipment, local government practices and procedures, report writing and preparation, Microsoft Office and capital asset management software. Knowledge of energy efficiency measures, "Green Communities" standards, energy consumption and savings analysis highly desirable.

Requirements include Bachelor's degree in engineering or related field; a minimum of five years' experience, preferably in a municipal setting. An advanced degree or certificate is desirable. An associate degree in engineering coupled with a minimum of 10 years in construction and project management may be substituted. Massachusetts Certified Public Purchasing Official certificate preferred but not required. Project Management Professional Certificate highly desirable.

This is a twelve (12) month temporary position with the possibility of renewal pending availability of funds. Entry salary range for this position is \$82,047 - \$97,127; maximum salary is \$112,207; initial compensation based on experience and education of finalist. The Town of Bedford offers a comprehensive benefits package.

**Application for employment may be downloaded at: [www.bedfordma.gov/employment](http://www.bedfordma.gov/employment). The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.**

Applications received by Tuesday, May 31, 2016 will receive first consideration. Position will remain open until filled. Please send resume, application, and letter of interest to:

Sarah Buhler, Human Resources/Management Analyst

[SBuhler@bedfordma.gov](mailto:SBuhler@bedfordma.gov)

Town of Bedford

10 Mudge Way

Bedford, MA 01730

or fax to (781) 275-6310

**The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.**