

Pioneer Valley Transit Authority Job Description

Job Title:	Owner's Construction Field Representative
Department:	Administration
Job Location:	Administrative Offices and Project Sites
Reports To:	Manager of Capital Projects
Work Hours:	Varied Schedule
F.L.S.A. Status:	Temporary, Part-time (25-30 hours/week), Non-exempt level
Hourly Rate:	\$50.00 –60.00 per hour, Depending on Experience
Position Duration:	This temporary position is for a period of up to twelve (12) months, depending on project duration.

Position Summary: The Owner's Construction Field Representative serves as the Pioneer Valley Transit Authority's (PVTa) qualified contractor who provides part-time construction monitoring and inspection services for a variety of relatively small facility construction projects. Under direct oversight of, and in close coordination with the Manager of Capital Projects, this position performs a variety of daily tasks related to construction projects within the service area that includes PVTa's Springfield, Northampton and UMass Amherst bus maintenance facility locations, as well as its Holyoke and Westfield bus transfer facility locations, and provides daily onsite monitoring of projects on a varied schedule based on specific project schedules and needs.

Work Hours: Up to 30 hours per week including being onsite five (5) days per week (Mondays-Fridays excluding holidays) to monitor construction activity as needed during the active construction period.

Essential Duties and Responsibilities: Duties include but are not limited to the following. Other duties may be assigned by the Administrator or Manager of Capital Projects.

Conduct on-site visits: Visit jobsites daily during the active construction phases and as reasonably necessary to observe the work being performed; determine if projects are progressing with regard to quality and schedule in conformance with the associated contract documents.

Monitor Project Progress: Monitor the contractor's progress as it relates to construction schedule and alert the Project Designer/Engineer and PVTa Manager of Capital Projects to conditions that may lead to delays in completion of the work; observe and record compliance with approved change orders; and in cooperation with the Project Designer/Engineer, review interim and final punch lists and associated contractor work.

Coordinate and Share Information with Appropriate Constituents: Immediately notify PVTa's Project Designer and PVTa Manager of Capital Projects if (1) work does not conform with contract documents; (2) requires special inspection or testing; and/or (3) if project work results in safety concerns.

Maintain all Related Documentation and Files: Maintain job-site files, documents/reports and accurate daily logs with photographs as needed; keep records of construction work performed, workforce on-site, materials, supplies and delays and their causes; provide regular updates to PVTa Manager of Capital Projects as required. For prevailing wage jobs, collect, review, confirm and keep on file on PVTa's

behalf, project records including Certified Payrolls in conformance with specifications/regulations; ensure receipt of all contract-required project close-out documentation; and field-verify and document DBE sub-contractor(s') work and ensure proper federal and state contractor postings are properly displayed at the worksite..

Other: Coordinate owner-required material testing work (if applicable) through third-party vendors; verify unit-based pricing work, track contractor time and materials work, verify material quantity shipping/receiving slips, and that daily manpower as appropriate; attend weekly Construction Coordination Meetings and other meetings as directed by PVTa's Manager of Capital Projects; and review and coordinate applications for payments with recommendations as necessary.

Perform other duties as assigned that are customarily performed by the Owner's Construction Field Representative on construction projects in Massachusetts.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Must demonstrate strong attention to detail; superior oral and written communication skills; ability to work in a fast-paced environment and the ability to meet deadlines with an appropriate sense of urgency; ability to effectively manage multiple tasks simultaneously; must be able to work independently and as part of a team and be highly reliable with a strong work ethic; ability to read and interpret architectural and engineering drawings, specifications, codes, and other material pertinent to construction; working knowledge of building components and roofing systems; knowledge of construction materials, means and methods; knowledge of applicable state and federal building codes, OSHA, NFPA, Life Safety and Hazardous Materials; thorough knowledge of the principles, methods, materials, and equipment common to building construction; knowledge of the building trades, inspection practices, and techniques; ability to establish and maintain cooperative and professional working relationships with all project constituents; ability to keep accurate records and prepare detailed reports; demonstrates strong initiative; integrity; and honesty. Must comply with all applicable equal employment opportunity laws and regulations.

Education and/or Experience: Must have at a minimum of ten (10) years of experience on commercial construction projects preferably with some experience on industrial-use facility renovation projects. Possessing a current license and registration by the Commonwealth of Massachusetts as either an Architect or Professional Engineer or holding a current Certified Construction Manager (CCM) through the Construction Management Certification Institute can serve as a substitute for three (3) years of experience, bringing the minimum required experience to seven (7) years. Must have a strong foundation in construction through a relevant degree, such as construction management, civil engineering, building science, architecture, surveying, etc.; vocational training, diplomas, or certificates in construction-related fields may substitute for higher academic training. Equivalent combination of relevant education and directly related experience will be considered.

Required Competencies: This position requires the following competencies: Strong interpersonal skills; must be excellent communicator; strong written and verbal communication skills; must be a good listener and seek clarification when needed; respond well to questions; strong business writing skills with ability to write clearly and informatively; edit own work for spelling and grammar; read and

interpret written information; display willingness to makes appropriate decisions; exhibits sound and accurate judgment and make timely decisions; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations; highly motivated; prioritize and plan work activities while using time efficiently; set goals and objectives; serve as an outstanding team player and balance team and individual responsibilities; approach others in a tactful and professional manner; react well under pressure; treat others with respect; accepts responsibility for own actions and follow through with commitments; demonstrates accuracy and thoroughness; monitors own work to ensure quality; meets productivity standards; complete work in a timely manner; strive to increase productivity; adapt to changes in the work environment; manage competing demands; changes approach or method to best fit the situation; deal with frequent changes, delays, or unexpected events; consistently at work on time; ensure work responsibilities are covered when absent; follows instructions, respond to management directions and take responsibility for own actions; keep commitments; complete tasks on time or notify appropriate person of alternate plan; demonstrate strong initiative; volunteer readily; undertake self-development activities; seek increased responsibility; take independent actions; and request help when needed.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area; apply mid-level math and basic statistical concepts.

Required Computer Skills: Ability to effectively use computer applications to perform the essential duties of the Owner's Construction Field Representative position.

Supervisory Responsibilities: Provides general oversight of project tasks.

Other: Must not be on the Comptroller General's list of ineligible contractors

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of a computer and keyboard and viewing of computer screen is required. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, color vision, and ability to adjust focus.

Work Environment: The work environment characteristics as described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Some work is generally performed indoors in an office environment. Occasional exposure to outdoor elements such as heat, cold, inclement weather, etc. when visiting project sites. The noise level in the office work environment is usually quiet. The noise level at project sites is usually moderate and occasionally loud.