

Job Description

Project Manager – Athens Town Garage

Qualifications:

- . Minimum 5 years construction experience preferred, including managing of trades and project expenses.
- . Working knowledge of, and ability to access, the Vermont Life Safety code, the IBC code and the Vermont (2010) ADA Standards for Accessible Design

Duties:

- *Creating an overall project budget, based on the detailed scope of items awarded to Athens in November, 2024 through the Vt. Municipal Energy Resilience Plan (MERP) grant, plus any additionally needed components and all applicable “soft costs.”
- *Providing a flow chart to guide the scheduling of work so that all components are constructed in a logical order, and that all work is complete by October 31, 2026.
- *Providing a foundation plan, detailed floor plan and framing section for the addition portion of the project; soliciting help from a structural engineer as needed
- *Providing written scope of work for each component of renovation and addition, taking into account all applicable codes.
- *Submitting a state building permit application.
- *Providing material lists and procurement of the carpentry materials portions of renovation and addition
- *Soliciting bids for each component of renovation and addition
- *Drafting contracts for all subcontractors as required by the town’s insurance provider and overseeing the work of each subcontractor:
 - bringing contracts to the Athens selectboard for review and signatures
 - procuring W-9s and Certificates of Liability/ Workman’s Compensation insurance from each subcontractor
 - ensuring that individual subcontractors have procured state permits as needed
- *Overseeing the work of each subcontractor, ensuring that all building codes, fire codes and ADA codes are followed and signed-off on by the necessary officials
- *Incidental carpentry on-site
- *Interacting with the town treasurer to:
 - .- submit subcontractor invoices and materials invoices prior to the 3’rd Thursday of each month
 - review the project budget and MERP grant requirements at least quarterly and collaborate if any adjustments are necessary
- *Maintaining a daily log/ Assembling a picture portfolio of construction/ Providing monthly progress reports at Selectboard meetings