



*City of Lawrence*  
*Personnel Department*  
*City Hall Room 303*  
*200 Common Street*  
*Lawrence Massachusetts 01840*

DANIEL RIVERA  
MAYOR

FRANK BONET  
DIRECTOR

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**JOB POSTING**

**Title:** Capital Assets Projects Manager  
**Department:** Department of Public Works  
**Pay:** Grade 8, starting salary between \$80,000 - \$87,500 per year  
**Union:** Non-Union, Non-Exempt

**Duties:** The Capital Assets Projects Manager will be responsible for assessing, planning, and managing all aspects of city owned building remodeling and renovation. This includes managing budget, schedule, design, and construction quality, as well as coordinating with public officials, utilities and neighbors and maintaining project documentation. This position is responsible for all accounting matters related to property, plant, and equipment that is subject to capitalization per Commonwealth laws and regulations. This includes proper recording of those assets utilizing a "Fixed Assets" module system. This also includes overseeing the monthly close process.

**Qualifications:** Bachelor's degree in Construction Management, Civil Engineering, or Architecture (Master's Degree preferred) from an accredited university and a minimum of five (5) years of work experience in successfully managing construction projects, along with experience in project management and capital program planning.

**Appointing Authority:** \_\_\_\_\_

  
Daniel Rivera, Mayor

**Open Date:** February 12, 2018

**Deadline:** Until Filled

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**  
*Application and Full Job Description Available in the City Personnel Department*  
*The City of Lawrence is an Equal Opportunity Employer*

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.