



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO



### **External Job Posting**

Requisition #: 1700065N  
Posting Date: October 31, 2017  
Closing Date: Open until filled  
Official Title: Administrator VI  
Functional Title: Construction Claims Manager  
Location: Boston – 10 Park Plaza  
Vacancies: 1  
Salary: \$41,017.08 – \$109,248.47  
Schedule: Full-Time  
Shift: Day  
Bargaining Unit: N/A  
HR Generalist: Marleny Polanco  
Diversity Officer: Derrick Mann – 857-368-8541  
ADA Coordinator: John Lozada – 857-368-8744

### **Duties & Responsibilities:**

The Construction Claims Manager, working under the supervision of the Deputy Chief Engineer for Construction and the State Construction Engineer, will be responsible for managing all aspects of the construction claims process for the Statewide Road and Bridge Program. The Claims Manager's duties will include: providing claims management in all six Districts and the Boston Office; assisting in claims avoidance by providing review of contentious cost and schedule negotiations at the District level; implementing processes and procedures to aid in the efficient processing of contractor claims; and recommending policy by analyzing all pertinent issues and information regarding the impact of the proposed policy on construction claims procedures.

### **Other duties and responsibilities will include:**

Tracking the status and resolution of claims in construction database, performing training for districts on claims process and procedures, support to General Counsel and

Administrative Law Judge Offices on claim issues, developing short and long term initiatives relative to construction claims, coordinating and participating in the implementation of activities for the Claims Committee such as: preparing review packages for the members, presenting the claims at the meetings coordinating and scheduling meetings and preparing letters to the contractors notifying them of the Committee's decisions.

Preferred Qualifications:

Working knowledge and experience in either construction management or an engineering discipline.

Demonstrated success at resolving construction cost and schedule claims without litigation.

Proven experience developing and analyzing construction schedules and ability to develop negotiating positions and strategies.

The ideal candidate will have worked in both design and construction of highways and bridges and have extensive knowledge of Division 1 of the MassDOT Standard Specifications for Highways and Bridges.

Working knowledge of Chapter 30, Sections 39A-R of the Massachusetts General Laws. Familiarity with various methods of claims analysis.

Applicant should have excellent oral and written communication skills and be able to develop good working relationships with department staff and contractors.

Ability to run effective meetings and resolve complex issues.

Minimum Entrance Requirements:

**This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.**

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least five years of full-time, or equivalent part-time, supervisory or managerial experience in business administration, business management, or public administration.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**