



## **PROGRAM MANAGER, MASSPORT INFRASTRUCTURE CONDITION ASSESSMENT (MICA) PROGRAM**

Department: Capital Programs  
Unit: 5120  
Level: 9

Supervisor's Title: Director, Capital Programs and Environmental Affairs

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### **WHAT IS THE MICA PROGRAM?**

In 2021, the Massport Infrastructure Condition Assessment (MICA) program was launched with the mission that through maximum utilization of technologies, MICA will deliver a comprehensive assessment of Massport infrastructure to inform strategic business decisions.

By year-end 2024, the MICA program will have delivered a comprehensive assessment of Massport's buildings and utilities across five campuses; reporting on 171 buildings, 41 segments of underground utilities and providing Level 2 ASHRAE audits of 70 buildings. A Tableau based dashboard that makes information readily available to staff, reporting the assessment findings, providing analysis and supporting documentation.

MICA findings are being used to inform strategic business decisions, including guiding the achievement of Massport's NetZero 2031 goal and garnering \$100M in capital funding to address MICA+ASHRAE recommendations.

Looking to the future, Massport's vision for MICA by year-end 2026 is for a dynamic platform serving as a repository of all infrastructure data, reflective of ongoing changes to Massport's infrastructure and relevant in a manner that ensures MICA data is relevant and actionable.

### **As Program Manager of the MICA program, you are:**

- a highly motivated and experienced leader with strong communication and
- analytical skills
- have an unwavering attention to detail
- tech-savvy
- experienced in managing complex projects supported by teams composed of subject matter experts

- adaptable, collaborative, and proactive in meeting stakeholder needs adept at working independently while keeping the Director informed on decision needs
- knowledgeable with infrastructure components (e.g. buildings, utilities, bridges, program inventory)
- skilled in coordinating information, fostering cross-departmental collaboration, and supporting team engagement
- contributing to the organization's mission by ensuring seamless communication, strong data analysis, and project management within the Capital Programs Department and across Massport's operations

## **ESSENTIAL TASKS OF THE JOB**

### **As Capital Programs' Program Manager of the MICA program, you will:**

1. Manage and oversee the strategic Massport Infrastructure Condition Assessment program.
2. Report directly to the Director of Capital Programs.
3. Provide strategic leadership to guide and implement the next phase of the MICA program.
4. Lead a team of dedicated professionals in the development, implementation and delivery of the updated and expanding infrastructure assessment program.
5. Manage and oversee the iterative five-year MICA Capital Investment Program ("MICA Mini-CIP") as it relates to and compliments Massport's rolling five-year Capital Investment Program.
6. Be responsible to implementing approaches to engage and support Massport staff in capitalizing on the MICA offerings.
7. Coordinate with Massport Capital Programs Department Assistant Director/Program Manager cohorts for the appropriate distribution of MICA findings and follow-on execution of the recommended infrastructure improvements.

### **RESPONSIBILITIES INCLUDE:**

1. Overall management of the continuously updated MICA program components.
2. Developing and delivering the strategic MICA initiative to meet program Objectives.
3. Oversight of the MICA+ASHRAE mini-CIP project for effective investment of \$100M funding allocated to address the MICA program recommendations.
4. Building adoption of the MICA program and procedures across the Authority.

5. Partnering with MICA stakeholders across Massport's five campuses.
6. Fiscal planning and Capital Investment Plan funding strategies.
7. Planning and tracking program scope, timelines, milestones and budgets.

### **SECONDARY JOB TASKS:**

Performs other duties as assigned.

### **JOB REQUIREMENTS AND QUALIFICATIONS**

Applicants must possess the following:

#### Education

Bachelor's Degree or Master's Degree in architecture, engineering, construction management or planning from an accredited U.S. college or university or certified foreign studies equivalency AND five (5) years of experience that demonstrates the ability to perform the essential functions of the position which must include at least two (2) years of management or supervision; OR a combination of experience and/or education as stated above.

#### Experience

10+ years of diversified professional architectural or engineering experience of which no less than 6 years have been in managing large, complex capital projects. Experience in design and construction related to infrastructure and facilities.

### **SKILLS AND COMPETENCIES**

1. A professional history that demonstrates experience in leading complex, innovative programs.
2. Ability to build, lead, and motivate high performing teams to be accountable; support concurrent complex projects; initiate change; and achieve challenging goals with the ability to thrive in a fast-paced, high profile, and demanding environment.
3. Skilled in strategic planning, project management, and outcome-based performance management.
4. Organizational and political awareness of issues.
5. Ability to build consensus and clearly communicate with stakeholders at all levels in verbal, written and presentation form.
6. Experience in a public agency or related private organization with project management, design, construction, and contracting for large complex public works infrastructure projects.
7. Broad knowledge of standard practices related to public infrastructure projects.
8. Knowledge of civil engineering, architectural and/or planning theories, procedures, and methods; applicable federal, state, and local regulatory codes and rules; and

contract development and administration experience related to public works infrastructure activities and operations.

9. Experience in establishing, monitoring, and tracking project and program budgets and schedules.

10. Preparing recommendations and reports related to capital programs; and developing, tracking, planning, procuring, and negotiating consultant services and task orders.

11. Knowledge of the Commonwealth of Massachusetts regulations and permits related to capital improvement projects and public bid procedures (i.e. MGL Ch. 25A, Ch. 30, Ch. 149, Ch. 149A).

12. Understanding of a range of modern technologies and/or systems, including but not limited to PMWeb or other PMIS, databases, dashboard reporting, GIS, BIM, etc.

13. An ideal candidate will possess current registration as a registered Massachusetts professional and/or certification as a Project Management Professional through PMI, and/or certification as a Certified Constructor through AGC, and/or a Certified Construction Manager through CMAA.

14. An ideal candidate will possess a Lean Construction Institute certification and/or express direct experience applying Lean Construction or Design in real-life projects

#### **WORKING CONDITIONS:**

**Environmental Parameters:** Ability to work in an office and to travel to all Massport facilities. Ability to work in environmentally controlled computer rooms in office and industrial settings.

**Physical Demands:** Ability to exert up to 20 lbs of force to lift, carry, push, pull, or otherwise move an object.

**WORK SCHEDULE:** Ability to work a 37.5-hour workweek, and ability to meet fluctuating workload demands as necessary.

**EQUIPMENT USED:** Computer, Hand-held Devices, Calculators, PC, Printers, Digital Camera, Telephone, Charts, Diagrams, Maps, Measuring Devices, Reference Books, Blueprints, Charts, Handbooks, Local Ordinances, Plans, Specifications, Text Books, and other MPA Equipment.