



Date: January 16, 2019
Job Title: Senior Project Manager
Billing Classification: 306 – Project Manager II
Reports To: General Manager of Operations
FLSA Status: Exempt

Summary: Plans, directs, and coordinates activities of designated projects to ensure that goals and objectives of project are accomplished within prescribed time frame and cost parameters by performing the following duties personally or through subordinate supervisors.

Essential Functions:

1. Develops project proposals based on required scope, cost and time frame in accordance with established company procedures.
2. Establishes scope, work plans, budgets and project schedules with Department Managers.
3. Develops project team environment that will foster collaboration throughout the organization.
4. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
5. Continuously reviews project plan with input from project personnel and modifies schedules or plans as required.
6. Manages change orders with input from project discipline leads and communicates these changes to the client.
7. Prepares project reports for management, client, or others as required.
8. Manages third party contracts as required.
9. Confers with project personnel and Department Managers to provide technical advice and to resolve problems.
10. Coordinates project activities with prevailing regulatory or other governmental agencies.



Education and Experience Requirements:

- Bachelor of Science degree from an accredited college and 15 years of relevant experience managing professional services
- Total concurrent project responsibility in excess of \$1MM in contract value

Qualifications:

- Possesses excellent leadership, organizational, communication and interpersonal skills
- Has an excellent working knowledge of general engineering principles and is proficient in project management concepts and execution
- Must have good computer skills and working knowledge of Microsoft Office suite of products
- Ability to successfully pass government security checks