

## Job Description

### Associate Project Manager (E12)

Grade: **E12**

Reports To  
(title): **Technical Manager**

#### MAJOR FUNCTION / ROLE

General purpose of the job; major expected results.

Under supervision, applies technical competency and project production experience to manage project teams on conventional, non-complex and smaller projects. Also assists project manager in the basic functions of production coordination, planning, organizing, directing, controlling, financial management and marketing.

#### JOB DUTIES

Typical duties and responsibilities of job.

- Manages non-complex, conventional and/or small projects or assists the project manager on complex and/or large projects.
- Prepares simple professional service agreements and addenda for review/approval by senior management.
- Monitors and directs project team, subcontractors and client compliance with contract terms and commitments.
- Prepares and communicates the project work plan to the project team, including project scope, schedule and budget. Provides work assignments to project team members, and monitors/manages project production for compliance with schedules, budget and quality objectives.
- Monitors client billings and assists in obtaining client payment. Monitors subconsultants' progress and performance, and reviews/approves subconsultant and vendor invoices.
- Maintains and monitors project financial information and manages project costs within budget constraints.
- Schedules and coordinates project meetings with the project team, regulatory agencies, the client, and others involved with the projects.
- Organizes/manages project information files and coordinates the interchange of project information among project team members.
- Participates in project presentations to clients and other external groups, and promotes firm's capabilities, marketing its services among existing and prospective clients.
- Performs such other duties as the supervisor may from time to time deem necessary.

#### SCOPE

Aspects that help define or distinguish level of work and its importance to the organization.

**COMPLEXITY** (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Project management assignments at this level are typically non-complex, characterized by minimal changes in project conditions and requirements, routine client/agency demands, and small project teams.

**DECISION-MAKING** (Supervision received; independent judgment or initiative; consequence of error):

Consistently exercises independent judgment, receiving approval on project work plans and general direction as to results expected. Consults with supervisor on unusual or unexpected problems. Participates in project "go/no go" and subconsultant selection decisions. Reviews and approves project subconsultant and vendor invoices.

**WORK DIRECTION GIVEN TO OTHERS** (Titles and number of personnel; type of direction given):

Guides, reviews, supervises and/or coordinates the work of small project teams.

**INTERNAL CONTACTS** (Required interaction/relationship with others within the organization):

Interfaces with senior technical professionals and technical managers.

**EXTERNAL CONTACTS** (Required interaction/relationship with others outside the organization):

Routinely interfaces with clients, subconsultants and regulatory agencies. Maintains contact and visibility within professional, civic and other organizations to promote the firm.

## MINIMUM REQUIREMENTS

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### EDUCATION AND EXPERIENCE

Bachelor's degree in field(s) of practice. Management coursework and/or MBA a plus. This level may be achieved with 5 years experience in project production and technical professional activities.

### SPECIAL SKILLS

Good interpersonal skills; basic public speaking and project financial management skills; knowledge of production support systems and personal computer proficiency.

### PROFESSIONAL REGISTRATIONS

Professional Registration required in field of practice, if available.

## COMPETENCIES

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General Competencies expected of all Professionals and Managers are as follows: Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.

## OTHER

Ability to process paper/electronic documents and utilize computer equipment; ability to communicate effectively both orally and in writing; ability to visit project sites if necessary. Job also requires ability to plan, prioritize and review project plans and documents, evaluate alternatives, and devise appropriate solutions.

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