

Job Description

Project Manager (E14)

Grade: **E14**

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

MAJOR FUNCTION / ROLE

General purpose of the job; major expected results.

Under direction, applies technical expertise and project management experience to manage project teams on conventional and unconventional projects. Also performs the basic project functions of production coordination, planning, organizing, directing, controlling, financial management and marketing assistance. Functions as a mentor to associate project managers and technical professionals to assist in their technical training and development.

JOB DUTIES

Typical duties and responsibilities of job.

- Coordinates and participates in contract negotiations with clients and subcontractors, and drafts complex professional service agreements and addenda for review by senior management.
- Directs project team and client compliance with contract terms and monitors subcontractors' compliance with contractual commitments.
- Prepares project work plan, scope, schedule and budget, and communicates these to project team members; monitors/manages project production for compliance with schedule, budget and quality objectives.
- Monitors reports and schedules to ensure appropriate charging of manhours, costs and expenses to projects, and to communicate project progress/status to senior management.
- Establishes and maintains project account files on the computerized project management information system, and periodically reviews project reports for accuracy and completeness.
- Monitors client billings, assists in obtaining payment from clients, and resolves client disputes, adjusting project billing records as required.
- Monitors subconsultants' progress and performance, reviews and approves subconsultant and vendor invoices, and resolves payment and project disputes.
- Schedules and coordinates project meetings with the project team, regulatory agencies, the client, and others involved with the projects.
- Reports financial status of projects to technical managers.
- Identifies new business opportunities for the firm, coordinates and participates in project presentations to clients and other external groups, and promotes firm's capabilities, marketing its services among existing and prospective clients.
- Participates in project opportunity evaluation, consultant selection, and the preparation of firm's qualification/experience statements.
- May supervise technical professionals, associate project managers and design

staff including workload and staffing management.

- 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 typically involve routine projects, characterized by changing conditions and requirements, challenging client/agency demands, or difficult project coordination.

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

Supervision and guidance relate largely to overall objectives, critical issues and policy matters. Consults with supervisor concerning unusual problems and developments. Participates in project "go/no go" and consultant selection decisions. Selects/reviews project subconsultants 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 a multi-disciplinary project team.

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

Interfaces with senior technical professionals, technical managers, and administrative staff and managers as necessary.

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

Represents the organization to clients, regulatory agencies and the general public. Maintains contact and visibility within professional, civic, and other organizations to promote the firm and elicit new business.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's degree in field(s) of practice. Graduate degree desirable. Management coursework and/or MBA a plus. This level may be achieved with 8 years experience in project production and technical professional activities, two of these working as a Sr. Technical Professional or Associate Project Manager.

SPECIAL SKILLS

Strong interpersonal skills; good public speaking ability; strong project financial management skills; knowledge of production support systems and personal computer proficiency.

PROFESSIONAL REGISTRATIONS

Professional Registration in field of practice required if available.

COMPETENCIES

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. Ability to work under the pressure of multiple projects. Travel may be required. For those positions where frequent local travel is required and no company vehicle is available, incumbent must own, and be legally able to operate, a motor vehicle. The vehicle must be in good working order, and insured. Mileage reimbursement allowance will be available.

© 2011 Atkins North America, Inc. - Information Technology: V1.1.2288.23755