

Job Description

Sr Project Manager (E15)

Grade: **E15**

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

MAJOR FUNCTION / ROLE	General purpose of the job; major expected results.
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Under direction, provides professional and project management expertise in the direction of highly unconventional projects requiring multiple technical units and/or subcontractors, heavy regulatory agency involvement or extremely complex technical requirements. Functions as mentor to project managers and associate project managers to assist in their training and development. Also performs the basic project functions of production coordination, planning, organizing, directing, controlling, financial management and marketing.

JOB DUTIES	Typical duties and responsibilities of job.
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- Coordinates and participates in contract negotiations with clients and subcontractors, and drafts very complex professional service agreements, arranging for their review and execution by senior management. Conducts QCAP reviews of less complicated professional services agreements.
- Directs project team compliance with contract terms, monitors subcontractors' progress, performance and compliance with contractual commitments; participates in contract dispute resolution and litigation concerning project performance, administration and other liability issues; reviews and approves subconsultant and vendor invoices, and resolves payment disputes.
- Develops, communicates and manages project quality assurance, administrative procedures, communication guidelines, project deliverable formats and specifications, and progress reporting requirements.
- Monitors schedules, billings and reports; ensures appropriate charging of manhours, costs and expenses to projects; assists in obtaining payment from clients; resolves client disputes and adjusts billing records as required; communicates project progress/status to senior management and alerts them of project production, quality control or financial performance problems.
- 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 in the preparation of firm's qualification/experience statements.
- Coordinates communications between internal and external associates and client, and between firm and regulatory agencies. Maintains frequent contact with clients and regulatory agency personnel to determine their respective needs and requirements, and serves as expert witness at project hearings and judicial proceedings if necessary.
- Supervises other project managers, technical professionals and other design staff

including managing weekly project workload and manpower forecasting.

- Conducts project management training workshops and serves as mentor to associate project managers and project managers.
- Monitors and reports financial status of projects to technical managers.
- 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.):

Work involves management and coordination of usually large or complex projects involving significant billings, heavy regulatory agency involvement and unique management requirements and/or client needs.

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

Supervision received is essentially administrative. Participates in project opportunity evaluation and consultant selection decisions. Reviews/selects 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 a multidisciplinary project team made up of widely diverse internal teams and subcontractors.

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, directly interfacing with client company presidents, agency directors, city manager or mayor, etc. Maintains contact and visibility with 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 preferred. Management coursework and/or MBA a plus. This level may be achieved with ten years of experience in project production and technical professional activities, four of these working as a project manager.

SPECIAL SKILLS

Proven interpersonal skills, public speaking and persuasive ability; strong project financial management and team management skills; knowledge of production support systems and personal computer proficiency.

PROFESSIONAL REGISTRATIONS

Professional Registration in field(s) of practice required, if available. Certification as a "Project Management Professional" (PMP) or "Certified Construction Manager" (CCM) required within one year of assuming this position.

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.

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