

## PROJECT MANAGER

### Position Objective:

Reports to the Executive Director or Designee

Responsible for the general oversight and coordination of all capital improvement projects undertaken by the Authority through all phases from design through construction and commissioning.

### Qualifications:

- Bachelor of Science in Engineering, Environmental Science, or equivalent degree.
- Minimum of two (2) years of progressively responsible experience in wastewater treatment systems or process design.
- Experience working with project management methodology including budget development, project planning, control and assurance methodologies, project management software and finance and accounting concepts and practices.
- Experience at the supervisory level directing the work of supporting personnel.
- Experience performing on site construction inspection/supervision.
- Experience with construction scheduling and critical path analysis.
- Experience with New Jersey I-Bank funding.
- Knowledge of construction design documents, including contract plans, specifications, and shop drawings.
- Knowledge of basic wastewater treatment as well as instrumentation, electrical and mechanical systems, and related equipment.
- Knowledge of DEP permitting, including NJPDES, TWA, and Tittle V.
- Demonstrates excellent communication skills both verbal and written.
- Demonstrates strong organizational skills to balance and prioritize work.
- Must be computer literate and experienced in Word and Excel.

### The functions of the job include, but are not limited to:

- Plans and manages the Capital Improvement Program.
- Interfaces with design professionals, contractors, and onsite inspectors during construction of any capital improvement projects. Coordinates construction activities with staff and plant operations:
  - a) Reviews payment requisitions and change order requests.
  - b) Participates in start-up and training.
  - c) Reviews Operation and Maintenance Manuals and as-built drawings to assure completeness and accuracy.
  - d) Assures that testing and certification of projects are as specified.
  - e) Performs final inspections and ensures compliance with warrantee provisions.
- Review of design specifications, drawings, texts, daily logs, etc.; recommends solutions to operating problems, often in quantitative form.
- Prepares bid specifications, addenda and drawings as necessary for procurement of equipment and supplies. Receives bids, tabulates results and makes recommendations regarding rejection or award.
- Maintains and updates plant record drawings.
- Assists in the preparation of the Annual Operating Budget.
- Performs other duties as assigned.
- Complies with all safety procedures within the plant.
- Complies with all agency policies, procedures and rules, written or otherwise.

Must wear Authority issued cell phone.

**Status: Exempt**