

Project Manager Job Description

General Description:

The Project Manager is a technical professional working with municipalities and partners on project development and project implementation in water quality, transportation, stormwater, natural resources, community facilities and energy. The position requires significant contact and coordination with municipalities, partner groups and regional and state organizations. The Project Manager will provide oversight of capital improvement or natural resource projects from development and planning through construction/ installation. Work includes managing consultants and contractors, as well as interacting with partners and the public to ensure successful project implementation. Work involves travel throughout Franklin and Grand Isle Counties. Attendance at evening meetings is required. Depending upon workload and skills of the incumbent, the Project Manager may also assist in other areas of the Commission's work, such as emergency planning, GIS, land use planning, and community development.

The Project Manager is under the general supervision of the Executive Director. The position requires communication and coordination with all staff members working on related projects, as well as Commission Board members, local officials, state federal and regional organizations and the general public.

Characteristic Duties:

- Collaborate with municipalities, partners and landowners to identify project ideas and develop viable projects.
- Serve as Municipal Project Manager for local transportation projects and as Project Manager for Clean Water Service Provider projects.
- Prepare and administer project proposals, grant applications, work plans, budgets, and contracts.
- Ensure projects are completed in coordination with local, regional and state officials, special studies, and technical reports.
- Solicit, supervise, and manage consultants and subcontractors for water quality, transportation, stormwater or other natural resources projects.
- Collect and manage data and prepare and present comprehensive reports.
- Carry out projects or manage programs in other related areas of the Commission's work, such as emergency planning, GIS, land use planning, community development and grants management.
- All other duties as assigned.

Desired Qualifications:

Bachelor's degree in engineering technology, environmental science, surveying, construction technology, architecture, construction management, landscape architecture or related technical field and one (1) year of experience in one or more of the following: planning, surveying, design, inspection, construction, research and statistics, testing, investigation, or maintenance. Or, Associate's degree in civil engineering, environmental technology, engineering technology, surveying, construction technology, architecture, or related field and three (3) years of experience as described above. Or, high school graduation or equivalent and six (6) years of experience as described above. A master's degree in a relevant field may be substituted for one year of required experience.

Demonstrated abilities to work with complex regulations and issues, to work individually and as part of a team,

and to represent the Commission in its work with local municipalities, state agencies, other regional groups, citizens' organizations, and the general public are essential.

Required Qualifications:

This position requires a broad base of knowledge and skills in civil engineering, water quality, natural resources, transportation, or community planning. This position requires computer and writing skills as well as attendance at outside meetings and public hearings, and will include field work; the employee must be flexible in their scheduling. Must be a U.S. citizen or an alien lawfully authorized to work in the United States.

Senior Project Manager: In addition to the requirements above, a senior planner requires demonstrated skills and 6+ years of experience in managing complex programs, expert knowledge of the subject area, and significant experience working in a rural setting.

The Regional Commission is an equal opportunity employer.