



Position title	Department	Reports to
Project Manager	Various (Civil, MEP, Architecture, Water Resources)	Various (Civil, MEP, Architecture, Water Resources)
Employment status	FLSA status	Salary Range
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	\$61,200 - \$82,800

### Position Summary

The Project Manager will organize and manage projects for the organization’s architectural and engineering groups.

### Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Coordinates multidisciplinary design team members to complete assigned projects on time, to specifications, and with accuracy and efficiency.
- Work closely with the principal architect/engineer to plan and manage projects, schedule project milestones, communicate with clients, consultants, and design staff to effectively manage projects from the planning stage through construction.
- Assist in writing proposals and scopes of work for potential Clients and Consultants.
- Outlines the tasks involved in the project and delegates accordingly. Able to prioritize tasks.
- Track project costs to keep all parties on track with the project budget. Prepares and implements a project schedule and budget based on proposal estimates.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk.
- Problem solves and determine how to address questions, concerns, and/or complaints throughout the project.
- Acts as a liaison between company, clients, and consultants.
- Communicates and collaborates with firm leadership to provide training and information required to promote projects, and services.
- Communicates and coordinates with construction administration group during the bidding and construction phases of projects.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Performs other related duties as assigned.

### Supervisory Requirements

- Oversees design team, including specialized consultants to ensure projects are completed on time and to specifications.
- Delegates work assignments to design team members based on expertise, work experience, and time constraints.

## Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in engineering or architecture preferred or related field, which may include Computer Science or Business.
- Work experience and familiarity with construction administration and management.
- At least five (5) years of engineering or architectural design experience preferred.
- Experience with professional contract Agreements such as American Institute of Architects (AIA) and Engineers Joint Contract Document Committee (EJCDC) preferred.
- PMP, PgMP, CAPM, and/or comparable project management certifications highly desirable.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Excellent presentation skills
- Proficient with Microsoft Office Suite or related software
- Ability to effectively develop proposals and scopes of work for Clients and Consultants

## Physical Demands and Work Environment

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to travel to various project sites.
- Must be able to access and navigate job sites and construction areas.

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

**AES Northeast is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.**