

CIVIL: WATER RESOURCE AND ENVIRONMENTAL ENGINEERING PROJECT MANAGER

Founded in 1988, AES Northeast is a distinguished multidisciplinary Architecture, Engineering and Surveying firm specializing in water resources. We have earned recognition for our expertise across a diverse spectrum of projects spanning from water infrastructure and sanitary sewer infrastructure, water system planning and hydraulic modeling, municipal water and wastewater treatment system and more.

At AES Northeast we offer an exceptional compensation package, including competitive salaries and comprehensive benefits for full-time employees, encompassing robust healthcare coverage and 401k contribution, life insurance (with option for additional voluntary life insurance), short & long-term disability insurance, paid company holidays, generous vacation, and sick leave. Our commitment to employee satisfaction is evident in the longevity of our team members with many having dedicated more than a decade to our firm. We prioritize work-life balance and adhere to a standard 40-hour work week. Depending on the candidate, hybrid work and flexible work schedules may be available.

Working at AES involves being part of a close-knit and supportive community that values collaboration, family, fun, inspiration, integrity, and ingenuity. This environment not only aims to achieve business success, but also focuses on the personal growth and well-being of each team member.

We are looking for an experienced Project Manager, preferably with a degree in Civil Engineering: Water Resources and Environment or closely related field for the position of Project Manager in our Water Resources Division. Individual is responsible for leadership and overall coordination at all levels during planning, design, and implementation of engineering projects to ensure project completion in an efficient manner. This position plays an integral role in the overall success of engineering projects and ensures a positive relationship with clients and team members in a growing company environment. This is an excellent opportunity to join a growing company with an exceptional workplace culture and to play a key role as we grow our Water Resources team

Full job description

AES Northeast is seeking a Project Manager for Civil: Water Resources and Environmental Engineering Projects for our Water Resources Division to lead project planning, development, design and implementation in water and wastewater conveyance & treatment-based projects in both New York State and Vermont. Aging infrastructure, increased regulations, and environmental stewardship are driving factors for our existing and potential client base. You would support these efforts from start to finish, from managing the preparation of preliminary engineering report to the final close-out of construction. Making a difference in the communities we work in by helping our clients obtain State and Federal grants, leading them through the regulatory hurdles, and implementing cost effective solutions.

Preference would be for you to work out of our Plattsburgh, NY office, but it is not required. AES also has an office in Burlington, VT. Consideration of partial remote work is also a possibility.

Project Manager in our Water Resources Division is responsible for the leadership, coordination and managing technical design at all levels during planning, design, and implementation of engineering

projects to ensure project completion in an efficient manner. This position plays an integral role in the overall success of engineering projects and ensures a positive relationship with clients and team members in a growing company environment.

As Project Manager in the Water Resources Division, you will work directly with the Director of Water Resources to lead the team through all phases of a project from project planning to permitting, grant funding compliance and design. Project Manager shall work directly with the Director of Water Resources Group to manage projects, clients and budgets. Project Manager is engaged in project development, responsible for directing large-scale multidisciplinary projects and/or medium-sized projects featuring a high degree of technical complexity.

REQUIRED QUALIFICATIONS:

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Professional degree in Civil, Environmental Engineering or closely related field and have a minimum of ten (5) years' experience, with at least two (2) served in a Project Manager role or an equivalent combination of education and experience.
- Professional Engineering License is a plus, but not required.
- Highly accountable, you approach every project with a positive attitude and an eagerness to exceed client expectations
- Previous leadership experience, having worked to identify thoughtful solutions to complicated design problems
- Ability to thrive in a collaborative, team-based and entrepreneurial environment
- Excellent communicator with resolute people skills
- Experience in managing clients, projects, and engineers/CAD operators with professional demeanor.
- Working knowledge of design techniques, tools, and principles involved in production of precision technical plans, drawings, and construction specifications.
- Progressive leadership roles in managing multiple projects.
- Understanding of drinking water treatment, drinking water distribution systems, wastewater collection and wastewater treatment systems with experience in analysis, utility design, and respective federal and state regulations and design guidelines such as Ten State Standards.
- Experience with New York state agencies and their respective design criteria/guidelines.
- Experience with federal and state funding programs for municipal clients is a plus
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques and the coordination of people and resources.
- Proficiency with Revit, AutoCAD with Civil 3D is a plus.
- Extremely organized and detail oriented, with the ability to maintain accuracy while handling multiple requests in a growing company environment.
- Development/review Owner/Engineer Professional Service Contracts. Experience/familiarity with EJCDC Documents is a plus.

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.

Essential Duties and Responsibilities

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

- This position reports directly to the Director of Water Resources Division.
- Experience managing and designing wastewater, drinking water, and/or stormwater projects.
- Support and manage the full project lifecycle across leading water and wastewater projects including Municipal drinking water, wastewater facilities, wastewater treatment plants and more.
- Experience with project management and accounting software, proficiency with Microsoft Office products.
- Strong written and verbal communication skills. Ability to work individually or as part of a team.
- Manage projects, clients, and staff within the Water Resources Division.
- Monitor schedule of multiple projects within the Water Resources Division Department.
- Work with the Director of the Water Resources Division to direct engineering personnel in formulating plans, designs, cost estimates, and specifications for civil, water, wastewater, and utility projects from concept to bid documents to deliver high-quality designs.
- Support Director of Water Resources Division to develop project scopes and objectives and coordinate efforts – administrative and technical – to ensure the most efficient and cost-effective execution of assigned projects
- Provide management of internal finances, which include billing, invoice generation and asset/resource allocation.
- Execute work by managing the work of others, providing direction, and removing obstacles.
- Participate in client meetings such as proposal, progress, and completion meetings when necessary.
- Remain knowledgeable about various federal, state, and local funding opportunities available and the criteria to qualify for each.
- Use that knowledge to identify and leverage grant funding for projects.
- Compile necessary information for grant funding applications in collaboration with other employees, database research, and other factfinding actions and communications.
- Ensure grant and funding applications are submitted on time and within application parameters and include all documents, forms, or reports required by the grant.
- Coordinate the monitoring and evaluation of programs and projects that are funded by grants.
- Ensure grant compliance throughout the life of the project including AIS and MWBE requirements.

- Develop relationships and networks internally to advance our multi-discipline capabilities
- Ensure appropriate resources are allocated throughout the organization to deliver a high-quality client experience
- Collaborate with the other AES leaders in preparing and implementing annual business development plans
- Keep abreast of new technological or scientific methods and developments affecting the organization for the purpose of recommending changes.
- Advocate for sustainable approaches to design solutions
- Perform quality assurance/control of contract documents including, but not limited to, plans, specifications, and estimates and on other's work, verifying methodologies, calculations, outcomes, etc.
- Periodically visit project sites to ensure design specifications and standards are met and handle any concerns.
- Direct engineering activities to ensure compliance with environmental, safety, or other government regulations.
- Ensure project compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Coordinate various aspects of projects including Proposals/RFP, Contracts, Design Reports, Agency Correspondence, permits (DOT, APA, DOH, SHPO, SWPPP), Specs/Construction Documents, Bidding, RFI's, Addendums, Construction Contracts, Change Orders/Change Directives, and Contractor Submittals
- Identify and communicate with program staff and management to strategize items related to project budget forecast and budget modifications
- Work with discipline and regional leadership to grow the Water Resources team and service line in the North Country region.
- Maintain and enhance relationships with clients, building new opportunities for business development
- Apply knowledge acquired through progressive experience to resolve crucial issues and/or unique conditions.
- Serve as a technical specialist for the organization in the application of advanced concepts, principles, and methods.
- Review operational practices to ensure compliance with applicable policies and performance measures.

Supervisory Requirements

- Support Director of Water Resources in supervision of technical and support staff.
- Influence people through effective communication
- Promote justice, diversity, and fairness in the organization
- Engage and foster the growth of AES team members. Provide encouragement and regular feedback; and serve as a mentor/example for all levels of the team.

LOCATION:

- Preference would be for you to work out of our Plattsburgh, NY office, but it is not required. AES also has an office in Burlington, VT. Consideration of partial remote work is also a possibility.

COMPESATION

- This is a permanent, full time, exempt, salaried position with a range of \$70,000.00 - \$92,000.00/year

This range is a good faith effort estimate provided pursuant to the New York Pay Transparency Law. It is based on what a successful New York applicant might be paid and assumes that the successful candidate will be in New York or perform the position from New York. Actual pay rates may vary from the range, as permitted by New York Equal Pay Transparency Law. Compensation offers will be based on various factors, including individual education, qualifications and experience, work location and comparison to employees already in the role, as well as other considerations permitted by law.

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

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 does not accept unsolicited resumes from recruiting professionals or agencies, nor do we accept resumes from any source that does not reference a specific, open position. AES will not be responsible for any fees arising from the use of resumes submitted by recruiting professionals or agencies that do not have a current placement fee agreement with AES. All initial communication with recruiting professionals or agencies must go through our Human Resources Director.