

JOB DESCRIPTION

Job Title:	Project Manager	Department:	Admin
Reports To:	General Manager	Exemption Status:	Non-exempt
Work Status:	Full-time	Latest Revision Date:	April 2026

JOB SUMMARY

The Project Manager is responsible for planning, coordinating, and executing projects from initiation through completion. This role ensures projects are delivered on time, within scope, and within budget while meeting quality standards. The Project Manager works closely with internal teams, external vendors, and stakeholders to define project goals, develop schedules, manage resources, and ensure successful outcomes aligned with organizational objectives.

ESSENTIAL FUNCTIONS

The duties and responsibilities of this position include, but are not necessarily limited to:

- Lead all phases of assigned projects from planning through closeout
- Review, analyze, and interpret engineering plans, drawings, specifications, and technical documents to ensure accuracy, feasibility, and compliance
- Develop project scopes, objectives, timelines, budgets, and work plans
- Coordinate internal staff, consultants, contractors, and vendors
- Monitor project progress and adjust plans as necessary to meet goals
- Manage project budgets, cost tracking, and reporting
- Identify risks and develop mitigation strategies
- Facilitate project meetings and provide regular status updates to stakeholders
- Ensure compliance with applicable regulations, standards, and internal policies
- Review and approve project deliverables for quality and completeness
- Maintain accurate project documentation and records
- Support procurement and contract management activities as needed

Supervisory Responsibilities:

- Provides direction and guidance to project teams and consultants
- Ensures accountability for deliverables, timelines, and quality of work

REQUIRED SKILLS & ABILITIES

- Strong ability to read and interpret engineering drawings, construction plans, and technical specifications
- Strong project management and organizational skills

- Excellent analytical and problem-solving abilities
- Strong communication skills with technical and non-technical audiences
- Ability to manage multiple priorities and deadlines simultaneously
- Proficiency in project management tools and Microsoft Office Suite
- Knowledge of construction methods, engineering principles, or infrastructure systems (as applicable)
- Strong leadership and stakeholder coordination skills
- Ability to make sound decisions based on technical information and field conditions

EDUCATION & EXPERIENCE

- 3–5 years of project management experience required
- Experience reviewing and working with technical plans and specifications strongly preferred
- Experience in construction, infrastructure, utilities, or public works preferred
- Professional certification (PMP, CAPM, or equivalent) preferred

WORK ENVIRONMENT

- Primarily office-based professional setting
- Regular interaction with engineers, consultants, contractors, and regulatory agencies
- Occasional field visits to project sites, construction areas, or facilities
- May require attendance at evening or off-site meetings depending on project needs

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
- Ability to stand, walk, and navigate active project or construction sites
- Ability to lift and handle large plan sets or documents up to 25 pounds
- Ability to communicate effectively in person, by phone, and electronically
- Occasional travel between project sites or meeting locations

Employee Acknowledgement

Date

Manager/Supervisor Acknowledgement

Date