

## **Water/Waste Water Project Manager JOB DESCRIPTION**

### **Classification**

Exempt

### **Salary Grade/Level/Family/Range**

### **Reports to**

Department Head

### **Supervisory Responsibility**

Directs design engineers, drafters, and technical engineers working on specific projects

### **Summary**

Project managers are first point of contact for any issues or discrepancies arising from within the heads of various departments in an organization before the problem escalates to higher authorities, as project representative.

This position will be responsible for water/wastewater projects across Arkansas. The Project Manager manages the development, implementation and evaluation of complex designs. The Project Manager approves changes that substantially impact the scope, budget, or schedule of a project. In addition, the Project Manager monitors progress and performance against the project plan. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget.

### **Essential Functions**

Planning, development, implementation and evaluation with the management of a wide variety of projects.

Resolving escalated issues arising from operations and requiring coordination with other departments.

Maintain the progress, mutual interaction and tasks various parties in such a way that reduces the risk of overall failure, maximizes benefits, and minimizes costs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Competencies**

Principles and Practices of land surveying

Knowledge of conventional and electronic survey equipment

Mathematics

Basic knowledge of civil engineering

Knowledge of regulations, policies and procedures

Exercising independent judgment

Initiative

Creativity

Problem solving

Time Management and Planning

Strong communication, writing, technical and analytical skills

Strong work ethic

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

### **Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:00 a.m. to 5:00 p.m. and must work 40 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

No travel is expected for this position.

### **Required Education and Experience**

Bachelor’s degree in civil engineering or related engineering field

Candidates must have a good work ethic and a desire to learn

Critical thinking skills

Experience working with Microsoft Office

Strong oral and written communication skills

### **Preferred Education and Experience**

Professional Engineer License

5 years’ experience as a Civil Engineer Project Manager

### **Work Authorization/Security Clearance**

**Must be eligible to work in the United States.**

### **EEO Statement**

McClelland Consulting Engineers, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

CEO \_\_\_\_\_

HR \_\_\_\_\_

Date \_\_\_\_\_