

# Project Manager

Reports to Client Manager

## A. Overall Role

To coordinate each aspect of an engineering project, ensuring that all persons involved in the project provide high-quality service to our clients.

## B. Essential Responsibilities

1. Assume control of work-in-process, including ensuring accurate client billings, monitoring outstanding accounts receivable and coordinating the timely completion of projects.
2. Mentor less experienced staff; motivate and encourage staff career development.
3. Prepare forecast of workload for assigned staff.
4. Complete detail designs resulting in project plans and specifications.
5. Prepare proposals.
6. Attend client meetings; provide engineering input at public meetings.
7. Analyze reports, maps, drawings, blueprints, tests, aerial photographs, system hydraulics, biological processes, and other data to plan and design projects.
8. Evaluate and prepare detail designs for water and waste water treatment and treatment facilities.
9. Direct CADD Operators/ GIS Technicians to convert designs to working drawings.
10. Visit construction site regularly to monitor progress and other duties per the contract documents.
11. Conduct feasibility and reliability studies for the preparation of project cost estimates.

## C. Working Conditions and Environment

The Project Manager works both in the office and out in the field. He/she must frequently travel to worksites. The noise level in the work environment is moderate to loud. He/she must frequently lift up to 10 pounds and occasionally lift up to 50 pounds or more.

## D. Knowledge and Skills

1. Ability to apply HEC-RAS, SWMM, and Cybernet as tools in the evaluation of data.
2. Biological modeling, IPP, MAHL.
3. Client Management and Business Development.

## E. Education and Experience

1. Minimum  
Bachelors degree in Civil Engineering or related field and Professional Engineer's License  
10 years of progressively responsible experience in wastewater treatment and process engineering.
2. Preferred  
Masters degree in Civil Engineering or related field and Professional Engineer's License  
15 years of progressively responsible experience in wastewater treatment and process engineering.