

## **Water Wastewater Senior Project Manager**

### **Position Summary:**

Applies diversified Knowledge of principles and practices in broad areas of assignments. Design or technical specialists at this level engage in work that requires the use of advanced techniques. Has responsibility of interpreting, organizing, executing and coordinating assignments. Able to successfully lead medium-to-large sized projects. Must be capable of managing multiple projects.

### **Primary Duties:**

- Oversee and manage design and construction phase services for water and wastewater projects from start to finish, ensuring successful completion within budget and timeline.
- Collaborate with clients, engineers, and sub-consultants to develop project plans and specifications.
- Conduct site visits and inspections to assess project feasibility and identify potential challenges.
- Create and review project drawings, schematics, specifications, construction contract documents and other technical documents.
- Coordinate with sub-consultants to ensure timely delivery of services.
- Oversee and manage project construction phase services.
- Monitor project progress, track expenses, and report on key metrics to stakeholders.
- Manage project budgets, including cost estimation, tracking, and control.
- Ensure compliance with all relevant regulations, permits, and contract requirements.
- Provide leadership and guidance to project team members, fostering a collaborative work environment.

### **General Responsibilities:**

Participates in the preparation of the contractual agreements with the client. Reads and understands the requirements specified in the agreement. Participates in the selection of team members. Responsible for all correspondence to the client (either prepares or reviews). Maintains a complete project file (correspondence, e-mails, telephone, etc.).

### **Project Supervision and Design:**

Responsible for overall design of water and wastewater projects. Contracts with required sub-consultants. Develops tasks to define the work for all phases of the project. Assigns project tasks, budget, and schedule to the team members. Monitors project for compliance with the budget, schedule and scope of work for all phases. Assists in the bidding and award of a project. Conducts periodic review of project with team members. Imparts daily guidance to the team. Periodically informs the client of project status. Attends required client / project meetings.

## **Experience/Skills:**

- Bachelor's degree in Civil Engineering or related field.
- Professional Engineer (PE) License in South Carolina Required
- Minimum 8 years of experience is required
- Proven experience in management of water/wastewater projects, including planning, design, construction, and commissioning phases.
- Strong knowledge of blueprint reading, schematics interpretation, and technical specifications.
- Proficiency of water and wastewater system infrastructure and the theory and practice of hydraulic engineering
- Proficiency in hydraulic modeling
- Excellent time management skills with the ability to prioritize tasks and meet deadlines.
- Excellent written and verbal communication skills.
- Proficient in project management software and tools.
- Strong communication skills to effectively collaborate with stakeholders at all levels.

## **Reports to Principals of the Firm**

Job Type: Full-time

Salary: Negotiable based on experience

## **Benefits:**

- Competitive Salaries
- Simple IRA with employer contribution
- Dental insurance
- Health insurance
- Life insurance
- Long term Disability
- Paid vacation time
- 8 Paid holidays