

PROJECT MANAGER

JOB TITLE: PROJECT MANAGER

The Project Manager is a full-time, salaried member of the Authority's Administration who will report to and coordinate work activities with the Executive Director. The Project Manager will manage all aspects of the Authorities Capital construction projects, major maintenance projects and facility maintenance. The Project Manager will also be responsible for supporting the Realty Transfer Inspections. The position will lend support to the Sewer Crew Superintendent and Plant Superintendent when required.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

1. Bachelor of Science (B. S.) degree in civil, or related field from a 4-year accredited college or university or equivalent experience.
2. One to three years of experience in planning and managing construction projects of wastewater collection systems, pump stations, and treatment systems or similar municipal infrastructure.
3. Knowledge of facility maintenance including but not limited to: HVAC, paving, roofing, access control, security, surveillance cameras and related facility management software.
4. Strong written and oral communications and computer skills required, including Microsoft Word, Outlook and Excel for windows.
5. Working knowledge of Bluebeam and ArcView GIS desired.
6. Experience with new construction inspections, and oversight/coordination with contractors and the public.
7. Current, valid Pennsylvania driver's license.

JOB RESPONSIBILITIES:

1. Coordinate, administer, and manage all construction activities for wastewater collection, pump station, and treatment plant improvement and rehabilitation contracts.
2. Manage all aspects of the Authorities building maintenance. Manage preventative maintenance contracts building improvements and enhancements. Manage HVAC, access control and video surveillance software.
3. Review and evaluate sewer service lateral inspection field reports and television inspection results prepared by Authority's Sewer Crew to determine pass/fail compliance as necessary.
4. Conduct inspections of new residential and commercial sewer lateral and mainline extensions.
5. Assist Executive Director in preparing annual operating budgets and recommend capital improvement and major maintenance projects.