

Engineering
PROJECT MANAGER I

Job Purpose

Completes engineering projects by organizing, developing and controlling project elements.

Principal Duties and Responsibilities

The Project Manager I is responsible for designing and preparing specifications for engineering projects. He/she is also responsible for assisting in the management of construction projects and is expected to assist in the preparation of contract documents, reports, drafting and utilizing Auto-CAD.

The Duties of the Project Manager I shall include, but not limited to, the following:

1. Review design reports, plans and specifications prepared and submitted by consultants or developers.
2. Perform moderate level engineering calculations related to water and sanitary sewerage systems.
3. Perform engineering designs, prepare reports and cost estimates.
4. Monitor job site and sampling for the Authority construction projects.
5. Maintain contact and coordinate construction work with contractors.
6. Prepare any plans, maps, graphs, charts and all other illustrations as required for Public Bidding.
7. Assist in the management of administrative and technical aspects of Authority engineering and construction projects.
8. Perform other duties as assigned.

Supervisory Control

The Project Manager I is to work under the supervision and direction of the Engineering Supervisor/Director of Engineering.

Qualifications

A Bachelor of Science Degree in Civil Engineering, Environmental Engineering or related engineering discipline. Proficiency in document preparation using computer aided drafting and one (1) year of experience in the civil/environmental and municipal/authority engineering field with a concentration in water supply/treatment and distribution as well as wastewater collection field is highly desired. An EIT Certification or the pursuit of the EIT Certification is desirable. A valid New Jersey Driver's License is required.

Position Level

Professional Group

Updated: April 5, 2018