



## Project Manager

**Department:** Engineering

**Job Title:** Project Manager **JOB CODE:** Ex  
**Job Number:** 02 **Reports To:** Engineering Manager

**JOB PURPOSE:** The purpose of this position is to oversee the development and execution of projects and assist in development of technical proposals

### PROCORP EXPECTATION OF EMPLOYEE

- Adheres to Procorp Policy and Procedures
- Acts as a role model within and outside the Procorp
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about Department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Consistently reports to work on time prepared to perform duties of the position
- Meets Department productivity standards

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Management responsibility for resources, budget, schedule, and deliverables of assigned projects
- Responsible for development and implementation of the project plan
- Maintains Project Platform for all active projects
- Responsible for completing QA/QC as required by the project plan
- Support Sales & Marketing Program
- Maintain Corporate Safety Program
- Support development of EPC Project Management System
- Travel to worksites required

### ADDITIONAL DUTIES AND RESPONSIBILITIES

- Accomplish all tasks as appropriate.

### QUALIFICATIONS

- **EXPERIENCE, EDUCATION and LICENSURE**
  - Minimum of 8-10 years experience and are a licensed Professional Engineer
  - Knowledge of State and Federal Environmental Regulations
  - Knowledge of municipal wastewater treatment program
    - Cost recovery protocol
    - Operational protocol
  - Understanding of site conditions and impact on project
  - Project and construction management
  - Basic construction practices



- Engineering experience encompassing pumping systems, piping, and control equipment.
- Ability to work well with regulatory staff
- Self starter, work well independently and solve problems
- Demonstrate initiative, independent judgment, clear communication and discretion in performing duties and with client interaction

- **LANGUAGE SKILLS**

- **MATHEMATICAL SKILLS**

- **REASONING ABILITY**

### **WORK ENVIRONMENT**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this Job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.