Project Manager Job Description (revised 1/13/20)

POSITION SUMMARY:

The Project Manager position is a full-time, salaried position with benefits, responsible for collaborating with a wide range of internal and external partners, consultants and stakeholders to accomplish greenway capital projects, per the organization’s mission, vision and regional plan. Projects involve working with external consultant teams to advance conceptual planning, community engagement, land acquisition, design, engineering, permitting, and construction. This position demands considerable project management expertise, high attention to detail, identifying project risks, good communication skills, proficient ability to multi-task and dedication to the team and mission.

This position works in a team environment with internal staff and external partners and consultants throughout the planning, design, and construction of a greenway project. In addition, this position works in tandem with the Civic Engagement Managers to ensure community voices are heard throughout the project process; project managers must feel comfortable establishing rapport and building relationships with a variety of constituents ranging from elected officials to neighborhood leaders to technical stakeholders. This position also requires daily active operation within Great Rivers Greenway's specialized project controls system (web-based software) to monitor and control the scopes, risks, budgets, schedules and deliverables of multiple projects in order to ensure the smooth delivery of a constructed greenway project.

Great Rivers Greenway is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience and unique perspectives. As an organization, we expect all employees to support this dedication to diversity, equity and inclusion in our workplace.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Chief, Planning and Projects
Supervises: External Consultants and Contractors
Collaborates with: Senior Project Managers, Project Managers, Project Manager-Planning, Assistant Project Manager, Civic Engagement Managers, all staff, board and partners
ESSENTIAL FUNCTIONS:

The following are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties are required and will be assigned as needed.

- Collaborate with direct teammates, staff across all departments, consultants and partners in the region to accomplish projects per the organization’s and the individual greenway project’s goals.
  - Establish clear expectations and desired outcomes with partners and team members at the conception of projects through a planning and design process to ultimately result in an excellent user experience.
  - Continuously champion goals and maintain relationships with partners, stakeholders, consultants and community members (in conjunction with other team members) to get valuable feedback, ensure buy-in and mitigate risks.
  - Integrate with other internal teams and follow best practices and standards for planning, design, community engagement, long-term care and other organizational policies and procedures.
  - Follow policy and process to establish budgets, control costs, develop schedules, and other project management duties utilizing the project controls system and other internal systems to track and monitor progress to ensure success.
  - Procure, hire, and manage consultants to support project progress, proactively managing contract negotiations, budgets, schedules and deliverables to ensure good stewardship and excellent results.
  - Coordinate with the land acquisition consultant in the assembly of easements, license/use agreements or fee-simple parcels for greenway development and related activities. Work with public agencies and other partners on securing property rights for greenway development.
  - Coordinate with regulatory agencies and utility providers and follow all permitting and compliance requirements.
  - Manage day to day project operations including identifying and addressing possible project risks, troubleshooting challenges, re-evaluating goals and outcomes and regularly communicating to internal teams, partners, utilities, staff, board and other stakeholders.
  - Coordinate with the construction manager consultant in the pre-construction, review of bid and specification packages, public bidding and construction oversight for greenway project construction.
  - Perform all duties in accordance with Great Rivers Greenway’s Project Controls Manual.

- Advance the mission and vision of Great Rivers Greenway by researching best practices, leveraging alternative resources and serving the region as a whole, when appropriate.
  - Maintain professional development and seek out innovations in the industry to bring best practices to greenway planning, design, and construction.
  - Investigate alternative financial resources ranging from partnering, in-kind resources, federal, state and local grants, private foundations and cost-saving measures – working with teams and partners, including the
Great Rivers Greenway Foundation, to evaluate and seek opportunities to leverage resources.

- Serve on local, community and regional committees and initiatives as appropriate to represent Great Rivers Greenway and coordinate with other efforts and initiatives as closely as possible.

POSITION QUALIFICATION REQUIREMENTS

Education/Training:

Bachelor’s degree in Landscape Architecture, Engineering, Urban Planning, Public Administration, Parks and Recreation, Construction Management or related field.

Experience:

- Five (5) to seven (7) years of progressively responsible experience related to the duties of this position.
- Understanding of municipal or government processes in procurement, contracting procedures, planning, design or construction preferred.

Skills and Abilities:
(These may be representative but not all inclusive of those commonly associated with this position.)

- Be self-directed and possess sound judgment.
- Familiarity and experience planning and executing long-range strategic plans, managing a project from conceptual plan to construction.
- Firm grasp on championing project goals, managing budget and timelines and deliverables with internal and external partners, consultants and stakeholders.
- Working knowledge of how planning, landscape architecture, engineering and/or construction companies function and how to evaluate consultant qualifications and actively manage toward desired outcomes.
- Demonstrated experience in community development, natural resource management, construction, contract and project management.
- Ability to comprehend and apply the knowledge areas of the Project Management Institute’s Project Management Body of Knowledge (PMBOK).
- Familiarity with the Missouri Department of Transportation’s Local Public Agency (LPA) policy and process is desired but not required.
- Ability to complete tasks and duties in a timely and accurate manner with minimal supervision.
- Strong interpersonal, written and communication skills with the ability to establish and maintain solid relationships with a diverse team.
- Ability and willingness to conduct public presentations providing information related to projects and civic engagement and responding to questions from internal and external audiences.
- Ability to represent and reflect organizational values.
- Efficient, high-capacity self-starter who thrives in a fast paced work environment.
- Strong organizational skills with exceptional attention to detail and ability to disseminate information clearly and concisely.
• Ability to coordinate a variety of unrelated functions and handle multiple projects concurrently.
• Team-oriented with a commitment to sustaining strong, productive working partnerships with all staff, board members, volunteers and the community.

Computer Skills:

• PC operation at a skilled level
• Proficiency with Microsoft Office (Word, Excel, PowerPoint)
• Ability to learn advanced project management software
• Ability to work on mobile devices to access internal programs and reports
• Ability to learn additional software applications as necessary
• Proficiency with Adobe Creative Suite, Autodesk AutoCAD, and/or ArcView GIS is beneficial but not required

Machines, Tools, Equipment and Work Aids:
(These may be representative but not all inclusive of those commonly associated with this position.)

• PC and associated software, commercial printer, telephone, copier

License(s)/Certification(s) Required:

• None required but Project Management Professional (PMP), Program Management Professional (PgMP) certification or similar is encouraged
• Participation in relevant professional organizations is encouraged.

On-The-Job Training Time:

• Six (6) to eight (8) months, depending on previous experience

Physical/Visual Activities or Demands:
(These may be representative but not all inclusive of those commonly associated with this position.)

• While performing the duties of this position the employee is regularly required to sit, talk and hear. Vision requirements include close vision, ability to adjust and focus, distance vision (clear vision at 20 feet or more), ability to judge distances and spatial relationships.
• This position requires periodic site visits to various greenway projects including active construction sites. These sites may include uneven walking surfaces and challenging terrain throughout the year.

Work Environment:
(These may be representative but not all inclusive of environmental and atmospheric conditions commonly associated with this position.)

• Primarily normal office conditions; the noise level in the environment is moderate. This position requires visiting outdoor sites during the typical greenway planning, design and construction process. Occasional exposure to weather conditions when necessary. Possible exposure to loud noises and
dangers associated with construction industries such as exposure to moving mechanical parts, fumes or airborne particles and other related risks.

Great Rivers Greenway is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities. Great Rivers Greenway actively seeks to increase the diversity of its workforce.