

**RGME SITE DEPARTMENT
SENIOR PROJECT MANAGER
JOB DESCRIPTION**

POSITION: Senior Project Manager (SPM)

DEPARTMENT: Site Development (SD)

EMPLOYEE NAME: _____

DATE: _____

REQUIRED:

- Proven ability to perform in a team environment with design staff producing land development design projects.
- Excellent written and oral communications skills
- Knowledge of industry practices and regulations
- Thorough knowledge of current technology and the capabilities and efficiencies of specific engineering software for use in completing engineering assignments
- Ability to lead and contribute to the design, execution and project management support for all projects, maintain client and contractor relationships, and attend agency meetings in the greater Houston area.
- Able to interpret, organize, execute and coordinate assignments.
- Plans and/or develops engineering projects concerned with unique or controversial problems requiring state-of-the-art expertise.
- Ability to mentor junior project managers in development of skill sets.
- Develop and implement department policy
- Understanding and implementation of RGME Financial Management

JOB RESPONSIBILITIES:

Under general direction of the Operations Manager (OM) and Chief Engineer (CE), the Site Department Senior Project Manager (SDSPM) is accountable for the following responsibilities:

- Plans, schedules, assign, supervise and motivate the work of professional and clerical personnel.
- Attention to detail, self motivated, ability to think critically and solve problems while maintaining a team-oriented environment.
- Demonstrated knowledge of local, state and federal land development regulations and design criteria.
- Perform all QA/QC procedures for engineering projects; directs a staff engaged in the design, preparation of drawings, plans, specifications, and estimates for a variety of work projects/contracts.
- Coordinate the inspection of construction work performed under contracts, including the interpretation and revision of plans and specifications, and the maintenance of related records/reports.
- Monitors regulatory projects to ensure compliance with federal, state and local regulations.
- Coordinates activities with various agency departments; represent department issues at meetings and conferences with other agencies, with public and private organizations.
- Analyze facts and make independent decisions; read and interpret technical engineering reports and studies, communicate all findings to the CE or OM as necessary.
- Demonstrate/perform sound engineering principals and judgment in solving engineering problem; communicate to all parties including the CE or OM.
- Establish and maintain effective working relations internal and external.
- Remain in an advisory team capacity with staff with business decisions, communicate at all times.
- Able to work in a cooperative environment and mentor/develop junior design staff.
- Deal effectively with representatives of other organizations and with the public.

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- Work closely with project team to resolve any existing or forecasted problems related to discipline staffing, quality of work, schedule performance, or productivity.
 - Recommend improvements to department procedures on an on-going basis; look for the “best business practice”.
 - Communicate effectively with CE or OM on personal schedule and department matters.
 - Support pre-contract and business development efforts as required, serving as technical consultant.
 - Prepare clear concise correspondence and complex, technical reports using correct punctuation, spelling and grammar.
 - Perform other responsibilities associated and as assigned.

EDUCATION/EMPLOYMENT STANDARDS/SKILLS:

Possession of a bachelor’s degree in Civil Engineering, with a minimum of seven (7) years of progressive design responsible experience in professional civil engineering work, and five (5) years of other Project Management, including supervising other junior civil engineers.

Additional Requirement: Professional Engineers’ (P.E.), License in the State of Texas.
Equivalence of a Project Manager Professional (PMP) certification.
Possession of a valid Texas Class C Driver’s License.

Special skills: Up-to-date knowledge of local design codes and regulations: ability to read construction drawings and legal documents.

I accept this job description as accurate and fully reflective of my responsibilities.

Employee Signature

Date

Operations Manager Signature

Date

Vice President Signature

Date