

## **PROJECT MANAGER (Casual)**

**Location: Cape May-Lewes Ferry, Cape May, NJ**

**\$46.00 per hour**

**Opening Date: February 15, 2023**

**Closing Date: Until Filled**

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### **I. POSITION SUMMARY**

The Casual Project Manager is responsible for planning, organizing, and managing assigned small and medium sized construction projects from start to finish, ensuring that schedules and budgets are met. This individual would be responsible for recommending subcontractors that would be qualified and selected and engaged in accordance with the Authority's procurement policy. They will be responsible for the overall management of subcontractors, scheduling, performance decisions, field construction oversight, developing and documenting the overall project method statements and SOPs. This Casual position is part-time (no more than average 28 hours per week) with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides leadership in initial planning stage by collaborating with DRBA Ferry Operations, Maintenance Operations, IT, and Safety; and external architects, engineers, or other involved parties
- Outlines the tasks involved in a project and develops plans accordingly
- Develops detailed description of jobs and materials necessary to meet each deadline
- Conducts cost analysis, estimating expected costs for the project
- Prepares and implements a budget based on estimates
- Selects, contracts, and oversees contractors and tradesmen for specific needs such as painting, plumbing, electrical, and cabinetry
- Reviews contractors' invoices for accuracy and compliance with their scope of work
- Acts as liaison between the Authority, contractors, and customers
- Interprets plans, specifications, and other project documents
- Monitors project progress and ensures deadlines are met and regularly communicates with client concerning budget, progress, and cost
- Performs inspections to ensure work is completed in accordance with project documents.
- Addresses questions, concerns, and/or complaints throughout the project
- Follows established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices

### **III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent verbal and written skills. Strong technical writing skills.
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines

- Strong analytical and problem-solving skills
- Thorough understanding of/or ability to quickly learn about the project being developed
- Thorough understanding of contracts, plans, specifications, and regulations.
- Knowledge of manufacturing processes and construction methods
- Previous construction inspection experience in a government setting highly desired.
- Working knowledge with Microsoft Project or other project planning software.

#### **IV. TYPICAL WORK ENVIRONMENTS**

- Must be able to traverse and inspect all areas of jobsite in all types of weather; this may include walking, climbing, reaching, bending, crawling, or stretching
- Must be able to lift up to 50lbs at a time
- May require travel
- Exposure to characteristic construction site dangers
- Must be on-call to address delays, emergencies, bad weather, and any other issues at the jobsite

#### **V. LICENSES, REGISTRATIONS AND/OR CERTIFICATES**

- PMP, PgMP, CAPM, and/or comparable project management certifications highly desirable
- Master or Journeyman in a trade desirable
- Ability to obtain a Transportation Worker's Identification Credential (TWIC)
- Valid driver's license

#### **VI. REQUIRED EDUCATION AND EXPERIENCE**

- Three (3) years previous experience in construction project management
- At least five (5) years construction experience

#### **VII. ADDITIONAL REQUIREMENTS**

- Applicants will be subject to a background check and pre-employment drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

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**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition to the online application, please attach a current resume.**