



Job title: Project Manager, Fort Monroe Authority (FMA)

Department: Operations

Salary Range: \$67,000 -\$72,000

FLSA status: Exempt, FTE

Work Conditions: Office environment in historic building, not ADA accessible. (75%), field investigations/inspections/meetings (25%). Occasional need to access elevated work areas using ladders or man-lifts. Occasional light lifting (<50lbs). Regular 40-hour workweek, 8:30 AM – 5:00 PM, occasional weekends.

Reports to: Senior Project Manager

Responsibilities of the Project Manager:

1. Serves as Project Manager responsible for overall management, coordination and execution of projects. Projects will primarily consist of repairs, rehabilitation improvements, construction to: existing residential and commercial buildings; many of which are historic.
2. Participation and involvement in the development and design of utility and infrastructure upgrades.
3. Leads in the coordination of the design/review of construction documents with architectural/engineering firms; and permitting with applicable Federal, State, and

Local agencies.

4. Leads project activities. Ensures FMA/Commonwealth of Virginia decisions, guidance, codes, regulations, and policies are considered in the development, design and execution of the projects.
5. Provides input to the operating budget and capital improvements plan.
6. Participates in programming decisions affecting long and short-range courses of action for all repair, rehabilitation, restoration and capital improvement projects.
7. Collects and compiles data utilized to update project schedules, track progress, and document project progression.
8. Leads the planning, design, of multiple concurrent projects ranging in size from large and high-dollar endeavors of substantial scope and complexity; to smaller, less costly single-facility or single- feature projects of limited scope and complexity.
9. Serves as the primary point of contact for projects assigned with sponsor/customer; Federal, State and Local government agencies, stakeholders, and other external organizations.
10. Regularly informs FMA leadership and the project management team on the progress of current projects. Assures early identification of project issues and facilitates appropriate solutions.
11. Occasionally collaborates with other internal departments on FMA related special programs.
12. Performs other duties as assigned.

Qualifications:

- Bachelor's degree in construction management, engineering, architecture, or related field.
- Minimum of four years of construction project management or related experience; or combination of education and experience. Previous experience working on projects related to working on historic buildings is highly desired.
- Comprehensive knowledge of the full range of principles, concepts, and methodology associated with project management of assigned projects.
- Knowledge of organizational related policies and procedures of the business operations, such as contracting, cost tracking, procurement bidding/budgeting to coordinate and resolve questions/problems.
- An effective combination of the following: building renovations, restoration, and demolition; construction management; estimating, regulatory compliance.
- Previous experience working on historic structures preferred.
- Ability to establish and maintain effective working relationships with staff, stakeholders, consultants, designers, and contractors.

- Strong written and verbal communications skills.
- Strong computer skills. Proficiency with Microsoft Office software is required. Experience with Adobe Acrobat Plus strongly desired, GIS experience a plus. The ability to photo-document ongoing work and manage photos is essential.
- Previous experience working with the Virginia Department of General Services Division of Engineering (formerly BCOM) is a plus. Certification in or experience with storm water management and/or erosion and sediment control is helpful.
- Ability to prioritize and manage multiple tasks and projects, excellent organizational and delegation skills, and ability to work collaboratively in a diverse organization.
- Physical presence at the FMA worksite and a set and predictable schedule required.