**Senior Project Manager Job Description**

|  |  |
| --- | --- |
| **Division/**  **Department** | Construction Division Management Team |
| **Reports To** |  |
| **Responsible For** | A Team of Project Managers & Project Managing |
| **Location** | Kent, WA |
| **Job Purpose** | Lead a team of project managers ensuring they maintain effective project standards providing support, training, and mentoring.  Take an active role in the development and maintenance of the Projects as well as managing specific projects.  Plan with project managers multiple projects within the construction division within the process of the construction division. Ensure delivery of projects to quality, cost, and deliverable targets. Build, manage and motivate cross-functional project teams using both internal and external resource. |
| **Accountabilities** | |
|  | * Manage 4 x Project Managers within the organization including providing direction, support, and advice to ensure efficient and effective delivery of the project management function. * Play an active role as a member of the project team and management team * Play an active role in development of the Project managers and processes. * Formulate and update project plans and maintain schedules using Microsoft Project / excel or another program. * Review and monitor progress against the project plan to ensure outputs are delivered to time and quality specifications. * Manage risks, issues, and resources to ensure milestone dates are achieved. * Manage projects within the agreed budget, applying the defined change management processes when required. * Report project progress in line with stated policies and procedures within the organization, including ensuring that any requests for information on projects from the Dept manager and other senior staff within the organisation are answered in a timely manner. * To establish teams, in consultation with other parts of the organisation, to ensure the efficient delivery of projects. Also, to be responsible for the efficient running of these teams by setting project objectives. * Estimate project costs as required for change orders or with estimating department. |

**Person Specification**

|  |  |
| --- | --- |
| **Skills** | * Project management, performance development, recruitment, and appraisal * Developed influencing & negotiation skills * Project planning, resource management, construction management and budget management. * Project management * Highly developed IT skills including Word, Excel, PowerPoint, and Microsoft Project. * Excellent written and verbal communication skills * Excellent interpersonal skills * A flexible approach and the ability to influence and motivate others. * Results focused * Team player * Educated to Degree level – Bachelors or equal |
|  |  |
|  |  |
| **Experience** | **Essential**   * Significant Construction Management experience, 10 yrs. Minimum, civil/environmental experience as well. * Developing a team approach with required support channels in place * Developing cross functional working relationships * Proven track record of delivering on time and to budget * Management of cross functional project teams   **Desirable**   * Experience of working within Public sector * Experience of managing budgets * Experienced in Civil Construction |
| **Other** | Must be willing and able to travel within the US |

**Benefits**

We offer a competitive compensation and benefits program, including:

* Sign on Bonus
* Medical/Dental/Vision/Health Savings Account
* Basic Life insurance paid by company
* Voluntary life insurance for employees and their dependents
* 401(k) Plan and Company Matching Funds
* Contributions to Charity
* Quarterly Lunches
* Quarterly Events
* Profit Sharing
* Major Holidays
* Paid Personnel Time Off

Salary: DOE

Equal Opportunity Employer

Masks required

“Helping to Protect the Environment and Lead with Integrity”