

Project Manager Position

Company: Tank Industry Consultants (TIC)
Position: Project Manger
Location: Between NYC and Richmond, VA
Relevant Experience: 3+ years in construction, water/wastewater preferred
Education Level: Prefer a BS in Engineering

Position Purpose

- ◆ Responsible for managing tank (water/wastewater and industrial) rehabilitation and new tank projects for Tank Industry Consultants' east coast clients, primarily from New York down to North Carolina.
- ◆ Oversee all phases of tank maintenance and new tank construction projects to verify that the projects are completed in a timely, quality manner and meet the owner's requirements.
- ◆ Responsible for facilitating communication between the contractor, client, field technician, and project engineer, and for monitoring the progress of each project.

Essential Functions

- ◆ Lead construction projects from start to finish, i.e. schedule pre-construction meeting with Owner and Contractors, type and distribute meeting notes, read and understand specifications, schedule crews, troubleshoot problems with Contractors and Owners and Engineers during project, review Applications for Payment, execute change orders, tie-up loose ends at project completion.
- ◆ Ability to work at heights.
- ◆ Lead jobsite meetings.

Knowledge / Skills / Abilities

- ◆ General knowledge of paint coatings and application/rehabilitation practices.
- ◆ Proficient with Microsoft Word, Excel, Powerpoint, and Outlook.
- ◆ Skill to type effective and comprehensive letters and reports.
- ◆ Ability to handle multiple tasks and projects.
- ◆ Ability to work independently and establish and maintain goals.
- ◆ Proactive instead of reactive.
- ◆ Excellent written and oral communication skills.
- ◆ Ability to resolve conflicts.
- ◆ Ability to travel (overnight and day trips).
- ◆ Requires dependable transportation (4 doors, antilock brakes, dual air bags) and insurance.
- ◆ Requires yearly physicals and bi-yearly blood testing.

Benefits

- ◆ Health Insurance, ESOP contributions, 401k matching, vehicle allowance.
- ◆ Work from home: TIC will supply a laptop computer (if necessary), Blackberry, and remote communication accessibility as necessary.