#### Partnership for the Delaware Estuary

#### JOB DESCRIPTION

###### GENERAL DESCRIPTION

The Mussel Hatchery Construction Project Manager is the point person in the planning, designing and construction of PDE’s Fresh Water Mussel Hatchery.

**JOB FUNCTION**

1. Manages the design and construction of a full-scale Fresh Water Mussel Hatchery.

* Proposes the contracting method (design/build, design/bid/build)
* Manages the contractor selection process (pre-qualifying contractors, preparing bid documents, completing bid evaluations and making contractor recommendations)
* Oversees the day-to-day management of the design and construction contractors
* Works with the selected design contractor to scale-up the pilot-scale mussel hatchery currently in operation.
* Reviews the design contractor’s work to ensure it meets functional requirements
* Oversees construction to ensure it meets the design requirements and is delivered on schedule and within budget
* Oversees the testing of Hatchery equipment to ensure it meets design requirements

1. Manages the Project Budget and Schedule

* Establishes the detailed project schedule, manages all schedule changes throughout the project and ensures that the targeted in-service date is met.
* Establishes the overall project budget and manages the budget to meet funding constraints
* Establishes and maintains the cash flow model of the project
* Prepares and submits funding applications to the funder(s)
* Manages the change order process with contractors and funders
* Reports regularly the status of the budget, cash flow and schedule
* Immediately notifies management of any project changes that might cause the project to exceed the funding amount or that might cause the project completion to extend beyond the planned in-service date

1. Manages the permitting process

* Researches the Federal, State and City permit requirements
* Is responsible for obtaining the required permits
* Ensures that permit fees are paid timely
* Ensures that permit requirements are clearly defined
* Ensures that the responsible parties comply with the permit requirements

**REQUIRED SKILLS & EXPERIENCE**

* Bachelor’s degree or equivalent in engineering or construction management disciplines
* 10 years of experience working in the engineering and construction industry
* Demonstrated experience managing projects of similar size and complexity
* Strong organizational and skills, attention to detail and meeting planning
* Proven project management skills, including time management, budget/schedule management, and reporting
* Leadership and supervisory skills including a demonstrated ability to manage contractors
* General computer skills, including good working knowledge of Microsoft Office Suite and project management software
* Excellent written and oral communication skills; experience presenting to group
* Ability to speak, read and write English
* Valid United States driver’s license

**WORKING CONDITIONS**

Time spent in this position will be divided between PDEs offices in Wilmington, DE and the construction location along the Schuylkill River in the Philadelphia city limits. There may be occasional evening or weekend work hours.

**PHYSICAL REQUIREMENTS**

The incumbent should be able to lift and carry light loads (up to 30 pounds) and be able to sit and stand for at least 2 to 3 hours at a time, provide their own correctable vision and hearing equipment and have no physical restrictions that would prevent performance of the duties in this job description.