

United States Jobs Expertini®

Project Manager I - Transportation

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Company: HNTB

Location: El Paso

Category: business-and-financial-operations

What We're Looking For

At HNTB, you can create a career that is meaningful to you while building communities that matter to all of us. For more than a century, we have been delivering solutions for some of the largest, most complex infrastructure projects across the country. With our historic growth, it is an exciting time to join our team of employee-owners.

This opportunity entails being responsible for managing assigned project(s) throughout their full lifecycle including developing the scope and technical sections of proposal and procurement documents to participating in contract negotiations and overseeing the delivery of the project plan to successfully accomplish HNTB's 4 for 4 performance: delivery of quality work, on time, on budget and to the client's satisfaction on every project. This position proactively manages the budget, schedule, technical requirements, contractual obligations, and client communications in support of the project's objectives. Provides high level and detailed technical tasks while managing and reviewing design related specifications, calculations, reports and plans. Coordinates with internal and external partners including cross-discipline and functional teams to address and problem solve design related challenges. A Project Manager I typically manages project team(s) for one or more strategic (<\$1M) projects or may lead and/or work as a discipline lead on a mini-mega (\$1M to <\$5M) project management team.

What You'll Do:

Responsible for development of the project scope and fee quotation and assists in the preparation of technical proposals and contracts in accordance with HNTB's

Sophisticated Contracting Approach (SCA).

Serves as the primary client liaison and manages the project team to deliver the scope, schedule, and budgets to completion and to the client's satisfaction. Assists with client project scoping and contract negotiations.

Performs technical discipline tasks including analysis, reports, design, specification, and production for assigned projects.

Implements the firm's project delivery plan using HNTB's Sophisticated Delivery Approach (SDA) on each project. Leads the development and the execution of the project management plan. Supervises and mentors team to overall project objectives.

Performs coordination with managers on project staffing, including, but not limited to; recruitment, development, retention, and succession of project staff; development of plan for project staff reporting; and support for performance and compensation reviews.

Partners with Client Service Leaders and pursuit champions to assist with business development, building client relationships, and pursuit efforts for strategic and mini-mega projects in accordance with HNTB's Sophisticated Sales Approach (SSA). Works with the project team and marketing resources to prepare appropriate proposal and presentation materials. Leads proposal development and interview presentations for strategic and mini-mega projects to the client as well as general presentations within the industry and community.

May be responsible for the recruitment, hiring, development, and retention of staff, including development of plan for staff reporting, performance and compensation reviews, and succession.

Performs other duties as assigned.

What You'll Need:

2 years task management or Deputy PM experience

What You'll Bring:

Winning, contracting, and successfully delivering 4for4 (on-time, on-budget, quality, client satisfaction) on smaller projects. Identifying and escalating risk and change management issues, with oversight from more experienced staff.

Leading a team for a smaller project or task order with no or few subconsultants.

Using system tools to manage, monitor, and deliver smaller projects or task orders.

Leveraging the Office Management Team to assist in implementing HNTB Sophisticated processes as applicable to the project.

Interfacing with your client-level peer on a smaller project or task order.

Providing technical guidance to team and task leads as well as performing portions of the technical work. **

What We Prefer:

Master's degree in Engineering

Professional Engineer (PE) certification

Project Management Professional (PMP)

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