



Job Title	Project Manager (Rehabilitation/New Construction)
FLSA	Temporary, 6+ months, (Full Time), Exempt
Salary	
Reports To	General Manager

Job Purpose

The primary duties of the Rehabilitation/New Construction Project Manager is to provide leadership and oversight in planning, organizing and controlling the work effort to accomplish the construction project objectives, ensuring scope of work is completed in a quality manner within budgeted agreement.

Duties and Responsibilities

- Provide oversight of all activities associated with the construction and rehabilitation projects
- Assure all necessary documentation is created, reviewed and filed in accordance with Federal Transit Administration (FTA) rules and regulations
- Negotiate contracts with external vendors on behalf of agency
- Collaborate with contractors, architects and engineers to determine specifications of projects
- Plan all construction operations and schedule intermediate phases to meet established deadlines
- Assure compliance with applicable FTA guidelines, e.g., Davis-Bacon, Disadvantaged Business Enterprise (DBE) & Drug Free Workplace
- Review all change orders for validity, completeness, and compliance with contract terms and applicable regulations
- Obtain licenses and permits from appropriate authorities
- Comply with safety and building codes as well as legal requirements
- Adhere to health and safety standards and report incidents/accidents
- Travel to construction sites to collaborate in meetings with contractors and project team members
- Supervise work of laborers and give guidance as needed
- Provide General Manager and Board of Directors project status and milestone progress reports
- Maintain confidentiality
- Other duties as may be necessary in the furtherance of the projects

Minimum Qualifications

- Must be able to work independently and obtain successful outcomes in an extremely time-sensitive work environment
- BS Degree in Engineering, Construction Architecture, Project Management or closely related discipline
- 3+ years relevant General Construction Commercial Project Management experience with Municipal or Federal construction projects
- Extensive knowledge of Federal, State and City codes, policies and ordinances
- Prior experience with project finance, budgeting and profit and loss
- Must be well versed in construction methodologies, terminology and procedures
- Must have an analytical mindset and organization skills
- Must be able to supervise professionals of varying disciplines
- Strong oral and written communications
- Proficiency with computer software used for project management and MS Office (Word, Excel, PowerPoint)
- Must possess a valid Indiana Driver's License
- Must pass a pre-employment background check
- Project Management Professional (PMP) or equivalent certification preferred

Physical Demands

The physical demands of this position are representative of those that must be met by an employee to successfully perform essential functions in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform such essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk, sit, use hands, handle or feel objects, reach with hands and arms, talk, and hear.

GPTC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Reasonable accommodations will be made for applicants at their request.