

# **MUNICIPAL PROJECT MANAGER**

## **Description**

A licensed Professional Engineer assigned to the Municipal Department will be given the title of Project Manager. The Project Manager will be assigned projects and will be given necessary resources and staff to complete assignments. The Project Manager will report to the Municipal Department Head.

## **Responsibilities**

To perform as a Project Manager, the employee will be expected to perform the following tasks and have the following qualities:

- The engineer will be expected to prepare job proposals, establish project budgets and construction cost estimates, and prepare day to day paperwork necessary to see projects through from beginning to end.
- Complete assignments on schedule and within project budget.
- Perform marketing duties related to obtaining new work and clients.
- Design projects to the quality standards of Boswell Engineering.
- Ensure timely billing of projects.
- Assist with the collection of outstanding invoices.
- Be familiar with the Municipal Code of various municipalities for the purpose of reviewing and evaluating Municipal Development Applications.
- Prepare reports for Municipal Land Use Boards and attend Land Use Board meetings.
- Interact with various Departments within the company. Will also be required to interact with clients.
- Be familiar with local, county and state stormwater management and soil erosion control standards.
- Analyze engineering sketches, specifications and related data and drawings to perform necessary design.
- Review product design for compliance with engineering principles, company standards and client requirements.
- Coordinate activities concerned with technical developments, scheduling and resolving engineering design and test problems.
- Review project shop drawings.
- Attend project meetings with clients.
- Attend Municipal Governing Body meetings.
- Limited travel is expected for this position to project job sites.

## **Qualifications**

- Bachelor's Degree in engineering or equivalent from four-year college/university.
- Licensed Professional Engineer in the state of New Jersey.
- Certified Municipal Engineer in the state of New Jersey.

We recognize that the best way to provide services of the highest quality is by investing in our employees. Our competitive compensation and benefits include:

- Medical, dental, and vision insurance
- Company paid life insurance and voluntary life insurance
- Short-term and long-term disability
- Flexible spending account
- Health savings account
- 401K with a company match
- Paid vacation, sick days, and holidays
- Tuition assistance
- Employee referral bonuses

**AAP/EEO Statement**

Boswell is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, age, citizenship status, marital status, physical or mental disability, military status, genetic information, or any other legally protected status.