



## PROJECT MANAGER, CLIFTON PARK, NEW YORK

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Over the last 5-years MJ has been awarded several multi-year term contracts with federal government agencies. We are currently looking for a project manager to manage site/civil and building related projects for our federal clients.

### RESPONSIBILITIES WILL INCLUDE:

- Meeting with the client to understand the scope of projects
- Developing proposals
- Developing a project design schedule
- Conducting kickoff meetings with the client and design team to review scope, schedule and deliverable
- Conducting programming meetings with the client
- Developing meeting minutes
- Managing the design team on a daily basis including subconsultants
- Review of budget adherence throughout the project
- Performing independent quality reviews of documents to ensure that the client's objectives are met and assess constructability.
- Work with client's during the bid phase of the project for responses to bidder questions, attendance at bid meetings and recommendations of award.
- Provide construction administration services including attendance at construction meetings, coordinating RFI responses and shop drawings review, and closeout documents.
- Assist the MJ Marketing group with business development of federal clients

### REQUIREMENTS:

- Must have a minimum of 8 years' experience in the engineering field with an emphasis on building related projects
- Must have managed design and construction projects for a minimum of 2 years
- Professional licensure strongly encouraged
- Ability to travel within a 5-hour radius
- Strong communication skills
- Strong writing skills
- Must be a U.S. Citizen or be eligible to work without an employer sponsorship