

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Project Manager, SOSi

POSITION OVERVIEW

Employee reports to the Dean of Maritime Training and is responsible for the construction of a firefighting training facility that meets both civil and shipboard training requirements. This position will work with architects to develop initial drawings while coordinating with the Directors of Facilities and Information Technology to establish infrastructure needs and interface with existing MMA capabilities. This position will also develop construction and equipment RFP's in conjunction with the established purchasing program and will recommend contract awards to the Dean of Maritime Training. Finally, the Project Manager will oversee the construction and installation of all aspects of the firefighting training facility. This is a Confidential full-time, benefits-eligible appointment, initial term is 12 months.

DUTIES

- Coordinates specifications for building site with Academy stakeholders.
- Works with architects and construction firms on developing requirements and writing Requests for Proposals (RFP).
- Provides recommendations on contract awarding.
- Oversees construction efforts, ensuring all aspects of the RFP are met and budgets are accurate.
- Conducts review of STCW training markets both regionally and nationally.
- Provides recommendations on future programs for Continuing Education and the Safety & Offshore Survival Institute.

This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to prioritize and to handle multiple projects simultaneously
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Ability to maintain composure in stressful situations.
- High degree of professionalism.

- Excellent verbal and written communication skills.
- Excellent managerial skills for all level of supervision.
- Collaborative team player.
- Strong customer service skills
- Professional presentation, appearance and work ethic
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required.
- Excellent organizational skills
- Ability to work with people in a close, intense environment while providing effective service and advice.
- Ability to be flexible to changes of schedule.

REQUIREMENTS

- Project management experience
- Maritime Training experience

SPECIAL REQUIREMENTS

- Current Drug-Free screening certificate and proof of current USCG physical (within last 12 months) or required to submit to same
- Criminal Background check required
- Tobacco-Free workplace

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- Exerting up to 10 pounds of force to move or pick-up objects.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.
- Office setting requiring use of keyboard and computer screen.