

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Project Manager, Construction & Site Development**

### **POSITION OVERVIEW**

Employee reports to the Dean of Maritime Training and is responsible for the construction of a firefighting training facility for the Center for Professional Mariner Development (CPMD) that meets both civil and shipboard training requirements. This position will work with architects to develop initial drawings while coordinating with the Director of Facilities and Associate Vice President for 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, temporary full-time, benefits-eligible appointment. Initial appointment is for one year. Salary is \$80,000/year.

### **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.
- Other duties as assigned.

*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 position.*

### **SKILLS**

- Ability to prioritize and to handle multiple projects simultaneously.
- Negotiation/Conflict resolution skills.
- 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.
- Collaborative team player.
- Strong customer service skills.
- Professional presentation, appearance and work ethic.
- 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.

#### **PREFERRED REQUIREMENTS**

- 5 years construction project management experience
- Engineering degree or other technical college degree
- Prior experience reviewing and executing construction/architectural contracts
- Computer literate including AutoCAD, Hydra-CAD and Microsoft Office software
- Extensive knowledge of NFPA
- Knowledge of USCG marine firefighting standards
- Maritime training experience a plus

#### **SPECIAL REQUIREMENTS**

- Criminal Background check required
- Tobacco-Free workplace

#### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

- Exerting up to 30 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
- Ability to work on project site in inclement weather
- Office setting requiring use of keyboard and computer screen
- Ability to work irregular / extended hours/weeks, including night and weekends
- Tobacco-Free