

Position: Project Manager

Location: Downtown Baltimore

Hiring Rate: Salary range is \$71,000 - \$104,000 depending upon qualifications

Status: Regular, Full-time, Benefitted, Exempt

Closing Date: Open until filled

NATURE OF WORK

The Northeast Maryland Waste Disposal Authority is a regional governmental entity providing recycling and solid waste management, planning and tax-exempt financing services to the City of Baltimore and seven counties (Member Jurisdictions). We are seeking an experienced project manager capable of working with minimal supervision to manage complex projects that include interfacing with our Member Jurisdictions, consultants, private operators and the public. Project work is varied and includes managing procurements for multi-year service contracts, managing consultant studies or engineering efforts, maintenance and oversight of existing long-term operating or service contracts, conducting financial analysis, legislative/regulatory review and similar efforts. The Authority currently has 10 employees split between administrative/accounting and project staff and an attorney. The successful candidate will be required to perform spreadsheet analysis of projects, contract interpretation and implementation, and drafting basic contract language. Service to our Member Jurisdictions (viewed as clients) is of paramount importance. Salary range is \$71,000 - \$104,000. Starting salary is negotiable, depending on experience. The Authority has a comprehensive benefits package including participation in the State of Maryland's Health Benefits and Pension Programs. The Authority pays for parking. See www.nmwda.org for more information on the Authority. The successful candidate will have to provide an annual financial disclosure under the Maryland State Ethics Commission.

EXAMPLES OF WORK

The duties listed below are intended as illustrations of various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manages projects with budgets of approximately \$0.5 - \$25 million
- Manages complicated projects
- Travels to Members' offices and operations locations (standard reimbursement policy applies)
- Works with Member Jurisdiction Staff to best meet their needs
- Provides briefings to project participants and Authority Board
- Manages procurement efforts for projects
- Monitors and manages budget, schedule and quality control parameters
- Reviews, negotiates, and recommends contracts and change orders with assistance from counsel
- Proactively manages changes in project scope, including the identification of potential crises and development of contingency plans

- Participates in the negotiation of claims from contractors and consultants
- Participates on selection committees for project procurements
- Participates on local, regional and national professional organizations whose missions align with the Member Jurisdictions
- Reviews and analyzes local, state and federal legislation that may impact Member Jurisdictions
- Facilitates the definition of project scope, goals and deliverables
- Defines project tasks and resource requirements
- Presents reports defining project progress, problems, and solutions, and assessment of results
- Performs other duties and functions appropriate to the position as assigned and required

KNOWLEDGE, SKILLS, ABILITIES AND KEY COMPETENCIES

The following generally describes the knowledge, skills, and abilities that are required to successfully perform the assigned tasks.

- Ability to conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities
- Ability to work both independently and in a collaborative team-oriented environment
- Skill in eliciting cooperation from upper management, Member Jurisdictions, contractors, and other stakeholders
- Ability to learn, understand, and apply new technologies
- Ability to effectively prioritize and execute tasks in high-pressure and politically sensitive environments
- Knowledge of project budget management
- Ability to communicate clearly and concisely, orally and in writing
- Ability to complete spreadsheets to analyze financial and technical situations as well as project future contract and operating costs

KEY COMPETENCIES

Critical thinking and problem-solving skills, adaptability, decision-making, communication skills, delegation, teamwork, planning and organizing, influencing and leading, stress tolerance, negotiation, conflict management.

QUALIFICATIONS

A bachelor's degree in engineering, business, environmental sciences or other related degree and six years of related project management experience are required for the position. Experience in managing recycling or solid waste management projects preferred. However, any combination of education and experience that would likely provide the knowledge, skills, abilities, and key competencies necessary to the management and operation of a major project is qualifying. Possession of a valid driver's license also is required.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT — Work may be performed in a standard office setting with frequent travel to worksite locations to perform project management. Employee may be required to be present indoors or outdoors in areas of extreme heat or cold. The Authority will provide Personal Protection Equipment for the employee. The noise level of the work environment is usually moderate but may be occasionally loud due to alarms, equipment noise, etc. Employee may be required to work extended hours including evenings and weekends.

PHYSICAL DEMANDS — Primary functions require sufficient physical ability and mobility to work in an office setting; to walk, stand, or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including the use of computer keyboards; to operate a personal vehicle to travel to various locations; and to verbally communicate to exchange information. Work may also involve climbing ladders or spending time around putrescible materials.

HOW TO APPLY

Interested candidates must submit a resume and cover letter to authority@nmwda.org. There will be a writing assessment and spreadsheet assessment at the time of the interview. References may be requested after the interview.

Job Type: Full-time, 9 a.m. to 5 p.m., Monday through Friday, with some weekend or night hours.

License: Valid Driver's License Required