

## PROJECT MANAGER

**Job Title:** Project Manager

**Department:** Operations

**Reports to:** Department Lead

**Position/Location:** Full-time/Remote

### MISSION STATEMENT:

PEnterprise exists to push beyond limits, challenge the status quo, and make things happen. The way we challenge the status quo is through our process of engineering for an outcome that fits the client's business objectives needs. Our process is guided by our core values of Excellence, Innovation and Adaptability and implemented by our team of licensed professionals including Professional Geologists (PG), Professional Engineers (PE), Certified Hydrogeologist (CHG), and staff scientists.

### RESPONSIBILITIES:

- **Project Planning:** Develop a detailed project plan that includes scope, objectives, timelines, resources, and budgets. Define project goals and deliverables.
- **Team Management:** Assemble and lead cross-functional project teams. Assign tasks, set priorities, and ensure team members have the resources they need to complete their tasks.
- **Budget Management:** Monitor project budgets, track expenses, and ensure the project stays within budget constraints. Make adjustments as necessary to control costs.
- **Timeline Management:** Create and maintain project schedules. Monitor progress, identify delays, and implement corrective actions to keep the project on track.
- **Risk Management:** Identify potential risks and develop mitigation strategies. Proactively address issues that could impact project success.
- **Communication:** Facilitate clear and effective communication among team members, stakeholders, and senior management. Provide regular project status updates.
- **Quality Assurance:** Ensure that project deliverables meet quality standards and fulfill project objectives. Perform quality checks and implement quality assurance processes.
- **Scope Management:** Define project scope and manage scope changes. Ensure that project scope remains aligned with the original objectives.
- **Resource Allocation:** Allocate and manage project resources, including human resources, equipment, and materials, to achieve project goals.
- **Stakeholder Management:** Identify and engage project stakeholders. Manage their expectations, address concerns, and ensure their involvement throughout the project lifecycle.

- **Documentation:** Maintain accurate project documentation, including project plans, schedules, progress reports, and any necessary project-related records.
- **Closure and Evaluation:** Conduct project closure activities, including lessons learned sessions, project evaluations, and handover to the appropriate stakeholders or teams.

## REQUIRED SKILLS/ABILITIES:

- Six (+) years of direct relevant work experience.
- Professional licensure in California (i.e., PG, PE) required.
- This position requires successful completion of 40 hours of OSHA health and safety training for working with potentially contaminated materials (provided, as needed), annual 8-hour refresher courses, first aid training, CPR training, and annual medical monitoring.
- The ability and willingness to perform fieldwork and travel are also required.
- A valid driver's license, working and reliable personal vehicle, and clean driving record is required for this position.
- Must be able to pass pre-employment drug screening in compliance with state regulations and have no criminal record.

## EDUCATION AND EXPERIENCE:

- A Bachelor's degree from an accredited college or university in geology, geosciences, earth sciences, or hydrogeology or similar degree.
- A master's degree in geology is a plus.

## CANDIDATE ATTRIBUTES:

- Exceptional interpersonal skills and outstanding oral and written communication skills allowing positive internal, client, and contractor relationships.
- Ability to guide, motivate, and inspire teams towards achieving project goals.
- Efficiently allocating and prioritizing tasks to ensure timely project completion.
- Identify potential problems early on and devising strategies to mitigate or address them.