

Project Manager

Role Description

Leads or assists with estimate writing, project schedule development, and technical engineering installation packages during project design using MS Project, Excel, and Word. Meets with customers to develop technical solution requirements. Monitors and controls project labor and material budgets, comparing them to estimates submitted. Leads/assists with project procurement efforts. Maintains up-to-date status reporting for all projects. Directs project activities to meet client and organization work objectives and serves as a liaison with stakeholders to answer questions and solve problems. Assures quality of program products, services, and deliverables, including leading/participating in reviews of engineering deliverables and site visits. Attends weekly internal engineering and/or construction meetings for assigned projects and assigning/following up on/completing action items.

Levels

Level	Education	Years' Experience
Junior	Bachelor or Equivalent in related field	0 to 2
Journeyman	Bachelor or Equivalent in related field	2 to 5
Senior	Bachelor or Equivalent in related field. Master's Preferred in related field	5 to 8
SME	Bachelor or Equivalent in related field. Master's Preferred in related field	8 or more

Clearance(s)

One or more of the following clearances may be required:

Secret / Top Secret / SCI Eligibility / Agency Specific