

Marine Construction Project Manager

Russell Marine LLC is seeking qualified Project Managers. This position is responsible for managing heavy civil marine projects. Project tasks include the following; new construction, replacement, repair, maintenance and demolition. Project types include; piers, bulkheads, marinas, wharves, cargo terminals, bridges, causeway and railroad bridges.

SUMMARY: Provide overall management direction for projects and develop new business opportunities. Must be able to work out-of-town projects when required.

DUTIES AND RESPONSIBILITIES

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others.
- Initiates and maintains liaison with clients and contacts, to facilitate construction activities.
- Prepares or oversees preparation of engineering estimate reports. Utilizes financial forecasting to manage and contain costs.
- Prepares or oversees preparation of progress billings, pursues timely payments from the customer and authorizes payments to material suppliers and subcontractors.
- Documents daily resources utilized in performance of work.
- Organizes and directs crewing on field project assignments.
- Assists in obtaining, outfitting and maintaining equipment necessary for project assignment.
- Understands scope of work and identifies differing site conditions or other changes to the scope.
- Identifies and implements alternative production methodologies.

COMPETENCIES: To perform the job successfully, an individual should possess and demonstrate the following competencies:

- **Business Literacy:** ability to understand the line of business, to take the business vision and translate it into the project vision.
- **Corporate Procedures and Tools:** ability to understand and apply established policies and procedures, corporate tools and requirements to the project.
- **Communications:** ability to produce clear status reports, writes clearly, communicates tactfully and candidly, exhibits clear verbal skills and an excellent listener.

- **Financial Acumen:** ability to understand how decisions affect the bottom line; know about general financial and accounting principles and practices that affect operations; and know about the links between operations and the department's financial performance, which is essential to create value for all the organization's stakeholders.
- **Leadership:** ability to motivate project members, set achievable objectives, maintains a positive outlook, take responsibility, make decisions, and provide constructive feedback.
- **Time Management:** ability to manage competing priorities effectively, to be resourceful and to use time as a resource.
- **Environmental, Health and Safety Management:** Understand and know how to comply with all regulations; implement a positive attitude toward health and safety in the design and execution of the project; ensure safe deliverables and incorporate sustainable development practices.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, education, and experience required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Bachelors' (B. A. or B.S.) from four-year college or university in Engineering or Construction Management and at least seven years' experience with project management in Marine Construction or Pile Driving; or an equivalent combination of education and experience. PMP certification preferred.
- **Language Ability:** ability to communicate clearly and effectively in order to manage and motivate staff individually and as a team. Spanish proficiency is preferred.
- **Reasoning Ability:** must have a record of impartial, objective analysis, approaching issues with an open mind; be able to identify possible solutions that are technically and conceptually sound.
- **Working knowledge of standard construction practices and law**
- **Computer Skills:** to perform this job successfully, an individual should have knowledge of and experience with HCSS HeavyBid, Excel, and CAD

SUPERVISORY RESPONSIBILITIES: Supervises construction and employees at a project location.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to frequently inspect the project and may be exposed to ongoing construction and various weather conditions. The noise level in the work environment may range from moderate to loud.

PHYSICAL DEMANDS: The physical demands described here 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 functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and color vision.
- The employee is occasionally required to sit in a vehicle up to 8 hours.
- The employee is occasionally required to reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, climb ladders, board boats, kneel, crouch and/or crawl.

Russell Marine LLC is an Equal Opportunity Employer.

Applicants must be legally authorized to work in the United States.

Applicants must be able to pass a criminal background check and drug screen.

Applicants must be able to travel nationally and internationally

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.