



## Project Manager-Construction & Contracting Division

---

**Responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company policy, strategy, commitments and goals.**

Main Job Tasks and Responsibilities

### **PROJECT/PRACTICE RELATED COMPETENCIES**

#### Project /Practice Management

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies our methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes our exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.

#### Project Accounting

- Tracks and reports team hours and expenses.
- Manages project budget.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing.
- Follows up with clients, when necessary, regarding unpaid invoices.
- Analyzes project profitability, revenue, margins, bill rates and utilization.

#### Financial Management

- Understands basic revenue models, P/L, and cost-to-completion projections and makes decisions accordingly.
- Understands our pricing model and billing procedures.
- Accurately forecasts revenue, profitability, margins, bill rates and utilization.
- Assures project legal documents are completed and signed.

#### Business Development

- Identifies business development and “add-on” sales opportunities as they relate to a specific project.
- Leads proposal efforts including completing project scoping and level of effort assessments.
- Effectively conveys our message in both written and verbal business development discussions.
- Pursue business relationships with potential clients to develop future business opportunities to meet departmental sales objectives.

#### Technical Understanding

- Possesses general understanding in the areas tank management, environmental construction and contracting.
- Possesses a thorough understanding of our capabilities.
- Maintains awareness of new and emerging technologies and the potential application on client engagements.

#### Leadership

- Challenges others to develop as leaders while serving as a role model and mentor.
- Manages the development of team by ensuring, when possible, that project tasks are in line with future development and career interests.
- Inspires coworkers to attain goals and pursue excellence.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Manages the process of innovative change effectively.
- Remains on the forefront of emerging industry practices.



### Teamwork

- Consistently acknowledges and appreciates each team member's contributions.
- Effectively utilizes each team member to his/her fullest potential.
- Motivates team to work together in the most efficient manner.
- Keeps track of lessons learned and shares those lessons with team members.
- Mitigates team conflict and communication problems.

### Client Management

- Manages day-to-day client interaction.
- Sets and manages client expectations.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.

### Minimum Requirements

- Bachelor's in Engineering, Construction Management, or closely related field and 3+ years of Project Management experience and or demonstrated equivalency of experience and/or education.
- Valid driver's license
- Proficiency with Microsoft Excel, Teams, Project, Word.
- Excellent verbal and written communication

### Preferred Qualifications

- 8 years of experience in environmental contracting/construction services including tank management services, remediation, decommissioning and new fueling systems construction.
- 5 years of project management experience
- Experience with ProCore project management software
- 40-Hour HAZWOPER Training

TTI is a growing and dynamic team environment with excellent benefits and advantages. Your compensation package will include:

### ***Our benefits include:***

- Competitive compensation
- Matching 401(k) Retirement Plan
- Health, Dental, Vision & Life Insurance
- Flexible Spending Accounts
- Paid Safety Training
- Holidays and Paid Time Off

TTI is an Equal Opportunity Affirmative Action Employer.

### COVID-19 considerations:

TTI has a comprehensive Pandemic Plan in place and is following all CDC and EH&S measures to ensure safety of staff and clients.