

Job Title: Senior Project Manager

SUMMARY

Responsible for the execution and management of medium-to-large sized technical projects (typically greater than \$3M). Oversee and assist the engineers/scientists/project managers in supervising and completing tasks for large projects. Responsible for ensuring that projects are executed in accordance with established company standards, policies, procedures, and ESH&Q requirements. Establishes, tracks, and manages project budgets and schedules. Plans work activities and direct project teams. Provides oversight and mentoring for junior engineers/scientists. Lead and support local and corporate business development initiatives including bid and proposal efforts and marketing. May also serve as project manager, providing oversight on specific tasks and projects.

DUTIES AND RESPONSIBILITIES (includes the following, but not limited to)

- Manage project team to ensure that projects are completed in accordance with high technical standards, sound engineering practices, and good science, while meeting budgeting and schedule constraints.
 - Directs, coordinates, and provides technical direction to project team to ensure project progresses on schedule and within budget.
 - Ensures work product is developed in accordance with technical specifications.
 - Communicates directly with the customer regarding technical requirements, cost, and schedule.
 - Ensures that company standards, policies, procedures and ESH&Q requirements are implemented and followed during execution of work scope.
 - Prepares and provides input on technical and cost proposals for small-to-medium sized projects.
 - Responsible for identifying and marketing new work scope for self and other office personnel.
 - Works with Portage contracts personnel throughout the period of performance to ensure contractual requirements, reporting, and correspondence are being completed in accordance with the terms of the contract for managed projects.
 - Identifies and requests personnel and resources to accomplish work objectives for managed projects.
 - Oversees and ensures that the scope of work to be performed is clear, concise, and executable by working with the customer to establish firm project/task requirements. Where required, provides input to management regarding corrective actions.
 - Reviews and/or oversees the review of work documents and related project files.
 - Coordinates with ESH&Q managers in the implementation of the Portage and/or customer-driven ESH&Q requirements.
 - Participates in various projects or studies and provides expertise to ensure ESH&Q goals and objectives are met.
 - Ensures that project personnel are properly trained and are provided with a safe and healthy
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workplace, and that worker competence is commensurate with their ESH&Q responsibilities.

- Provides lessons learned.
 - Prepares project reports for management and customers, as necessary.
 - Mentors junior engineers and scientists, as assigned.
 - Other duties as assigned by management.
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SUPERVISORY RESPONSIBILITY

Supervises specific project teams. Mentors junior engineers/scientists. Provides input to the management team regarding the work ethic and quality of project team members.

QUALIFICATIONS

Demonstrated ability to provide technical direction, manage costs and schedule, and to interface on a daily basis with customer. Ability to direct project team and resources to maximize utility and provide clear responsibilities to project team, while meeting customer standards and deadlines. Must be capable of working independently. Excellent organization and communication skills. Must be able to handle multiple tasks and projects while meeting all deadlines.

Experience working at or with Los Alamos National Laboratory and/or its key managers is a necessary qualification for this position.

EDUCATION AND/OR EXPERIENCE

Bachelor of Science degree plus 15 years relevant experience, or equivalent. Advanced degree and/or professional registration and/or licensure are highly encouraged. Experience should include work at Department of Energy facilities including Los Alamos National Laboratory (LANL). Working knowledge of Resource Conservation and Recovery Act investigation, remediation, and site closure. Familiarity with the New Mexico Environmental Department Order of Consent for LANL.

LANGUAGE SKILLS

Ability to read, analyze, and speak the English language. Ability to effectively present information and respond to questions from management, clients, customers, and the public.

PHYSICAL DEMANDS

The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of the job. Physical demands may include working at a computer, walking to and from specific job sites, lifting objects up to 50 pounds. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential job functions.