



Title: **Project Manager I**

Classification: **Exempt**

Department: **Field Services**

Employee Class: **Full Time**

Primary Purpose

Puts projects together, i.e., equipment, labor, determines length of project and cost; determines regulatory and technical aspects of the project, manages the project from start to finish, i.e., visits sites to ensure safety and customer satisfaction to internal and external customer, mentor junior staff and, support other project managers.

Essential Functions and Responsibilities

Ensures safety is the main goal by following all SOP, developing project plans with safety included and acting in a safe manner. Further ensuring that project personnel follow all safety and health policies of the Company and the customer.

Assesses project needs in terms of equipment and labor and determines projected length of project and costs; oversees adherence to timeframes and costs throughout the project.

Manage and conduct environmental assessments, investigation and remediation activities for environmental remediation projects. Complete environmental projects by organizing and controlling project elements.

Assesses new projects some of which are technically complex and develops written proposals for the projects with the ability to assess the associated cost and set pricing for the work. Develops project objectives by preparing project proposals and plans; conferring with management. (Decon of equipment, areas, spill remediation, tank cleaning, water blasting, and demolition activities.)

Determines project responsibilities by identifying project phases and elements; assigning personnel to phases and elements; reviewing bids from contractors and determining waste disposal or destruction options.

Plans for initiation of project by scheduling resources; submits required paperwork to start project; negotiates with regulatory agency personnel and prepares written plans and compliance documents.

Visits sites during project to monitor and keep client apprised of progress; recognizes and negotiates changes in original project plan and readjusts costs accordingly; performs field activities such as sample collecting if necessary.

Maintains favorable and productive client relations throughout project; provides progress reports to and negotiates change orders with client.

Manage Emergency Response projects, operations, activities and personnel in the field.

Supervises subordinate personnel involved with field operations, plans work to ensure safe conditions, and instructs in methods and procedures. May supervise emergency response crew.

Provides field service technical support to all field services locations and staff as requested.

Participates in hiring, performance evaluation, disciplining, promotion and termination decisions.

Responsible for monthly billing approval and various other administrative tasks. Takes lead on all credit and collection items and issues as it relates to the projects within the positions span of control.

Heritage believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the company to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Education: High school Diploma and Four year college degree or equivalent required; technical field major preferred (i.e. Chemistry, Engineering, Environmental Science). CHMM preferred.

Experience: Three to five years experience in hazardous waste management industry or environmental services (i.e. remediation, emergency response, etc.).

Knowledge and Abilities: This is a safety sensitive position. The ability to work in a constant state of alertness and in a safe manner is an essential function. Proven ability to perform field work, write reports and manage multiple sites in a quality manner. Experience with managing multiple projects at a time and developing new business. Good knowledge and understanding of various federal, state and local industry-related regulations. Working knowledge of other state environmental programs preferred (EPA, OPA, UST, OSHA, DOL, Hazwoper). Ability to manage schedules within budget and ability to maintain strong relationships with customers. Ability to sell additional work and articulate project scope. Excellent interpersonal skills necessary to effectively communicate with internal and external contacts. Ability to work in team environment and independently. Problem solving abilities. Strong business writing skills and computer skills. Travel required. Must be able to be on call as needed or as scheduled. Ability to work outside in weather conditions. Regular and predictable attendance is an essential function of this job.

A post offer drug screen will be required.
EOE M/W/Vet/Disabled

