



## VACANCY ANNOUNCEMENT

**Job Title: Project Manager (Temporary)  
Projects**

**Department: Construction Management & Capital**

**Job Duration: Six (6) to Twelve (12) Weeks**

**Representation: Non-Represented**

**Salary Range: \$60.00 Per Hour**

**Posted: Wednesday, August 21, 2019 – Tuesday, August 27, 2019 (External Posting Only)**

### **Persons Eligible:**

External applicants meeting the minimum requirements

### **General Job Description:**

The Philadelphia Parking Authority has an opening for a Temporary Project Manager for the Construction Management & Capital Projects Department. The Project Manager will oversee and direct all phases of construction projects. Implements project plans. Communicates directly with contractors/designers concerning project cost, staffing, quality, and scheduling. Prepares project status reports and works to ensure plans adhere to contract and design specifications. Reports to the Director of Construction Management & Capital Projects. At the direction of the Director, manages subordinate staff in the day-to-day performance of their duties. Ensures that both project and department milestones, objectives and goals are met including approved project and departmental budgets. Work is performed in indoor and outdoor environments.

**\*This position shall be temporary, lasting for a period of six (6) to twelve (12) weeks. The selected candidate will be prohibited from applying for any other Project Manager position for a period of six (6) months from start date. Work is part-time and cannot exceed 27.5 hours per week.**

### **Principal Duties:**

- Oversees, coordinates, and manages project construction activities performed by contractors, from planning through bidding and completion as required by the Director of the Department;
- Develops scopes of work and directs the procurement process for construction and professional service contracts and contract management of the resulting contracts;
- Manages construction and professional design services contracts;
- Conducts construction site visits with the purpose of observing progress of projects;
- Determines contractor adherence to project plans and specifications;
- Receives requests for approval of partial and final payments to contractors;
- Review and approve contract drawings, specifications, and cost estimates made by architectural and engineering consultants;
- Conducts periodic conferences to discuss the status of plans and specifications;
- Coordinates proposed projects with other PPA operating divisions;
- Represents PPA at project management and construction coordination meetings;
- Reviews bid documents prepared by design consultants;
- Monitors compliance with building and safety regulations at project sites;
- Performs site inspections to assess emergent conditions reported by PPA Operations staff;
- Updates PPA Operations staff of planned and on-going construction activities;
- Ensures projects are completed in compliance with contract documents, plans, and specifications;
- Inspects the quality and workmanship of construction, repairs and maintenance;
- Reviews plans and all types of submittals, contractor invoices, etc.;
- Prepares logs and reports (including photographs) pertaining to project status;
- Performs other duties as required.

## **Required Knowledge, Skills and Abilities:**

- Knowledge of engineering theory, principles, and practices as applied to the analysis, review, and approval of plans, designs, cost estimates, specifications, and other contract documents for engineering design and construction projects;
- Knowledge of building elements: architectural, structural, electrical, HVAC, MEP, FFP, etc.;
- Knowledge of administrative methods and practices used for the review of plans and specifications for engineering design and construction projects;
- Knowledge of capital budgeting processes and procedures;
- Knowledge of principles and practices of structural engineering;
- Knowledge of principles and practices of formal project management;
- Ability to read construction drawings, specifications, and contracts;
- Ability to prepare RFPs for professional design services, and bid documents for construction;
- Ability to organize and analyze information with efficiency and thoroughness;
- Ability to communicate effectively with others, both orally and in writing;
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to establish and maintain effective working relationships with personnel from other City agencies, members of the business community and the general public;
- Ability to work independently;
- Ability to read and interpret financial reports;
- Ability to multi-task and prioritize work activities;
- Ability to manage, supervise, train, mentor and develop personnel;

**Computer/Software Skills:** Must have basic typing skills, and be proficient in Microsoft Word, Excel and PowerPoint. Must have experience with project management software. Must have experience with database management programs as well. Experience with construction management software a plus.

**Language Ability:** Ability to read, analyze and interpret parking industry statistics and periodicals and professional journals, technical procedures and governmental regulations. Ability to author reports, business correspondence and procedure manuals. Ability to effectively present information and respond to inquiries from groups of managers, clients, customers and the general public.

**Math Ability:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Working Hours: Monday through Friday during normal business hours. However, hours could vary based on assigned project.**

## **Minimum Acceptable Training, Experience, and Education:**

A Bachelor's Degree (B.S.) in Engineering (Structural Engineering preferred), Architecture or Project Management from an accredited college or university and five (5) years of experience in construction inspection, construction supervision, construction engineering or project management is preferred. An equivalent combination of education and at least seven (7) years of the aforementioned experience will be considered as well. Parking structure project management experience is required.

## **\*Qualified candidates will be contacted for an interview**

*The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*

PLEASE SUBMIT RESUME TO:  
MR. DARRYL WHITE, DEPUTY MANAGER  
HUMAN RESOURCES DEPARTMENT  
PHILADELPHIA PARKING AUTHORITY  
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PHILADELPHIA PA 19106