



Gulf Coast Authority Job Posting

General	
Please apply at GCATX.ORG/Careers Page	
Position	Pay Range
Project Manager	For Qualified Candidates IS ~ \$94,052-\$121,102
Job Summary	
<p>The Project Manager position will support the design, operation, and construction activities at regional industrial wastewater treatment facilities treating waste from petrochemical facilities in the state of Texas, primarily in the Houston/Galveston metro area. The Project Manager will provide management of a project team in conceptual development, primary and progressive project engineering support, development and review of specifications, design documents, technical purchasing documents and studies on a project specific basis. The position also requires oversight of project organization, scheduling, implementation, and start-up activities of managed projects. In addition, the position will provide support to the facilities in the Project Manager's area of technical expertise. Reports directly to the Assistant Director – General Engineering.</p>	
Typical Duties and Responsibilities	
<p>Provide technical and project assistance to various organizational units and all GCA facility locations. Assists with the preparation of design plans, specifications, and related documents for the development of bid packages with engineering consultants. Direct work on projects and maintain accurate and timely project reports on activities including task accomplishment, scheduling timetables, milestones, and budgetary performance. Assist in conducting periodic analyses, studies, and reviews of assets and capital projects, including cost-benefit analyses, justifications, and risks within the project scope. Effectively communicate with facility managers, plant supervisors, contractors, plant operations and maintenance personnel, suppliers, engineers, and other employees in a timely and professional manner. Prepare appropriate reports and audits and coordinate with reporting and sponsoring agencies, consultants, legal and compliance experts, contractors, and customer/client representatives. Maintain strict confidentiality of all projects, financial, proprietary, process, and other sensitive information. Perform other engineering duties and special projects as required.</p>	
Knowledge, Skills, and Abilities	
<p>Wastewater project management experience, and experience in petrochemical or petroleum refining industries. Demonstrated experience in project management process, particularly using the stage/gate project delivery process. Strong analytical skills with the ability to diagnose and advise effective corrective actions and recommendations and facilitate decision-making on technical matters to project sponsors and support personnel. Effective communications in both oral and written forms. Experience giving project presentations and reports to a variety of audiences. Proven ability and self-motivated to perform with minimal direct supervision to facilitate project objectives from inception to completion. Sound knowledge of project management principles, and engineering techniques and processes. Perform complex engineering calculations in design, construction, or support of wastewater treatment facilities. Demonstrated ability to interpret and implement state and federal regulations, contractual agreements, complex contract documents, technical manuals, specifications, building codes and correspondence related to design, operation and construction of capital projects. Possess knowledge, behaviors and physical abilities for field work and exposure to extreme environmental conditions working in industrial environments. Demonstrated ability to utilize standard office equipment including electronic devices. Knowledge of civil, chemical, or environmental engineering principles and methods, strength of materials, surveying, and soil mechanics. Ability to interpret technical specifications, contract agreements, correspondence, and memos.</p>	
Environmental conditions	
<p>Work is performed indoors and outdoors, with some exposure to extreme heat and cold and possibly at remote locations. Work as Project Manager will involve job assignments as engineering and construction management of general contractors for specific projects. Work may involve exposure to potential noise, mechanical, electrical, explosive, fume/odor, dust/mite, chemical, toxic waste hazards with proper precautionary procedures, including PPE.</p>	
Education, certification, and experience required	
<p>Bachelor's degree in Civil, Environmental, Chemical, Electrical, or Mechanical Engineering from an accredited four-year college or university. Minimum of ten years of engineering experience including five</p>	

years of direct experience in project management, design, and construction for capital projects. Licensure as a Professional Engineer in the State of Texas is preferred or be eligible to apply within one year of employment. Valid Class "C" Texas Driver's License.

Physical requirements

Ability to sit while performing various job functions such as writing, operating computers, and other office activities. Ability to walk, stand, kneel, crouch/stoop, squat, twist the upper body, balance, and climb while performing project work and other job functions. Must be able to travel by auto and air to project sites for extended overnight stays.

Summary and Timing

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to the expectations described herein does not constitute harassment in any form.