

Highland Rim Economic Corporation

Job Description

Job Title: PROJECT MANAGER	Reports to: Head Start Director
Status: Exempt, Temporary (2 years)	Department: Head Start Disaster Relief Grant
Skill Level: 3	Pay Grade: 306
Work Location: Remote	

Description:

Under the supervision of the Head Start Director this position coordinates the day to day review, management and on-going monitoring of the project resulting in construction of a new facility for Humphreys County, Tennessee. This Project Manager will be communicating and collaborating with the Head Start Director, Executive Director, Policy Council, and the HREC Board during the tenure of the project (2 years) to ensure, Head Start Program Performance Standards, Head Start Act, 45 CFR 75 Uniformed Guidance, Davis Bacon, Daycare Licensing, and all other federal, state and local laws applicable to this project is adhered to. The Project Manager will coordinate, collaborate, and communicate between all contractual agreements with Architects, Engineers, Real Estate Brokers/Appraisers, Grant/Fiscal Consultants, Contractors, etc. to facilitate the completion of the Disaster Relief Grant Project for Humphreys County, Tennessee. This position will maintain related records and ensure compliance with Head Start Performance Standards.

Responsibilities

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Promote a cooperative team environment.
- Coordinate with the Executive Director, Head Start Director, Policy Council and board the major decisions required to complete the project
- Report monthly in writing the progress through tracking and monitoring the projects budget, indicating any deviations or modifications to the project.
- Maintain a system of consistent and accurate exchange of information with staff, vendors and subcontractors.
- Organize and maintain appropriate documentation for all facility, projects, and equipment.
- Prepare and coordinate job bids, repair costs, estimates and meet with contractors upon request.
- Attend meetings and trainings as required or recommended by supervisor.
- Evaluate drawings and specifications to determine requirements necessary for project success.
- Forecast deficiencies and unrealistic expectations while identifying solutions.
- Ensure that the project is delivered on-time, within scope and within budget.
- Perform other duties as assigned.

Qualifications/Requirements:

- Valid Tennessee driver's license, liability insurance.
- Bachelor's Degree in business, finance, engineering, construction or related field.
- Experience in project management
- Strong oral/written communication.
- Intermediate to advance computer skills, including internet and e-mail.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.