

PROJECT MANAGER

Company Profile

Larsen Wurzel & Associates, Inc. (LWA) is a Sacramento based independent public finance and project management consulting firm providing services to municipal entities. LWA helps government agencies successfully implement a wide range of public infrastructure projects by providing financial, project/program development, and project/program management support services.

Position Description

LWA currently has an opportunity for a full time Project Manager. The position will:

- Support management activities of multiple flood control, habitat restoration, and water supply project proponents.
- Oversee and direct staff as required to support the planning, design, and implementation of a wide variety of water resource projects.
- Support the development of local funding sources such as assessment districts, special taxing districts and fee programs to leverage State and federal funding.

The position will play a key role managing the scope, schedule and budget for various water resource projects. Daily work activities may include supporting project proponents with project formulation, development, design, and construction; the management of project scope, budget and schedule; coordination with State and federal agencies; managing local, State, and federal funding agreements; preparing management reports, preparing financial reports, budgets and forecasts. This is a challenging position with significant professional development opportunity where an individual will experience first-hand the dynamic relationship between funding infrastructure, engineering management, public policy and land use economics.

A successful applicant will have firsthand experience planning, organizing, and supervising the work of a multi-disciplinary team of professionals. The candidate will be expected to evaluate the progress and results obtained by a team and determine a course of action (including change if needed) to achieve overall objectives.

Primary Responsibilities

- Manage a wide variety of activities related to the delivery of flood control, habitat restoration, and water supply projects.
- Prepare, coordinate, and manage budgets of large consultant teams working on complex infrastructure projects.
- Manage schedule and tasks required to complete actions to advance project proponent's efforts to implement projects.
- Develop project cost estimates, program/project schedules, and earned-value metrics.
- Assist in the development of and maintain management reports and analysis that provide recommendations to local agencies based on the tracking of scope, schedule and budget in light of an agency's project specific goals and constraints.
- Assist in the development of State and federal grant funding applications and agreements.
- Assist with monitoring and administration of grant funding programs.
- Support the development of local funding mechanisms such as, assessment districts, special taxing districts and fee programs.
- Research and provide recommendations for project development and delivery strategy, including applicable design standards and policy requirements.

Qualifications

The successful candidate will demonstrate excellent technical and communication skills, a high level of motivation, exceptional organization skills and attention to detail. In addition, the successful candidate will possess the combination of education and experience to afford them the knowledge and abilities identified below.

Knowledge of:

- Microsoft Office application (advanced skill with Excel required, Access experience desired).
- Microsoft Project (cost loading experience preferred but not required).
- AutoCAD and GIS Software (preferred but not required).

Ability to:

- Communicate effectively both in writing and verbally.
- Confer with engineers, lawyers, other consultants, agency staff and the general public to acquire information and coordinate activities.
- Analyze and interpret data while applying a high degree of independent judgment.
- Adapt quickly and learn new tasks.
- Work well under pressure and manage multiple priorities.
- Analyze and compile technical information and prepare clear and concise technical reports.
- Format, produce and distribute finished reports.
- Use discretion with confidential materials and information.

Education and Experience:

- BS degree or higher in civil or agricultural engineering (other engineering degrees will be considered)
- Five or more years of related experience with demonstrated increase in responsibility.
- Prior experience working with earned value management preferred but not required.
- Prior consulting experience preferred but not required.
- Valid Driver's License

Additional Information:

Salary/Benefits: We offer a competitive salary and benefits package commensurate with experience.

To Apply:

Send resume and cover letter to:
employment@larsenwurzel.com