The City of Orange Township is excited to be recruiting for a passionate and energetic Project Manager as a vital member of the Planning and Public Works Department, the Project Manager will coordinate, monitor and track compliance of Public works project and development projects. They will also manage vendors, procurement and interfere with varies Department and stakeholders contracts. The successful candidate will have knowledge of development, construction, financing, zoning and planning laws; creating Invitation for Bids, Requests for Quotation, and Request for Proposals. Exceptional customer service, communication, and project management skills are crucial for the successful individual PMP preferred.

The ideal candidate will have an operations background and experience in managing contracts, in addition to problem-solving, general supervisory skills, and the development of detailed project plans and progress reports.

**Essential Duties**

Brings the Projects to completion on schedule. Coordinates the development, implementation, and supervision of program goals, objectives, activities, and strategic initiatives, assesses consequences and outcomes of program initiatives.

Supervises activities and participates in the monitoring, operating, servicing, troubleshooting and maintenance of applicable operations, which includes, analyzing and reviewing work processes, and scheduling.

Serves as lead participant in monitoring contract compliance for all assigned Projects.

Originates and prepares necessary technical contract data, specifications, plans and cost estimates; inspects quality and quantity of work, maintains accurate records of construction projects for rehabilitation projects and capital improvement projects.

Administers contracts, determine the scope of work, and prepares Request for Proposals, Request for Quotation, and Invitation for Bids in addition to evaluation and recommending consultants, review consultants work, monitors associated budgets, and ensures compliance with established schedules.

**Minimum Qualifications**

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge and skills, which would typically be acquired through:

Two years of college with emphasis on civil, mechanical and/or electrical engineering, general construction and space planning or four years’ experience in civil engineering or facilities maintenance, at least two of which have been in coordination and monitoring work of contractors or in a lead/supervisory capacity.

A Bachelor’s Degree in relevant discipline is preferred project management, construction management.