

## **Job Description**

The **Project Manager** will be responsible for the delivery of Intelligent Transportation System (ITS) maintenance projects. The Project Manager will oversee the planning, execution, and completion of maintenance projects aimed at ensuring the continued operation of complex technology-based traffic systems. This position will play a pivotal role in providing turnkey ITS maintenance services by collaborating with clients to advance transportation safety, mobility, and environmental sustainability. The Project Manager will work with and provide direction to diverse project teams made up of deputy project managers, systems engineers, network engineers, network operations center staff, subject matter experts, and field professionals.

This position will report to the Vice President of Maintenance Services and Operations. This position will work out of Integral Blue's Auburn Hills, Michigan office with remote work flexibility.

Integral Blue, LLC provides a competitive employment package including:

- Competitive wage compensation
- Paid Time Off
- Paid holidays
- Health, dental, vision group benefits coverage options
- Short Term Disability, Critical Illness, Hospitalization, and Accident coverage options
- Company paid Basic Life \ AD&D and Long-Term Disability coverages
- Supplemental Life \ AD&D insurance options
- 401k with match of 50% up to 6% of annual income
- Education assistance - \$5,250 annually
- Cellular Phone - \$100 monthly
- Safety Boot Reimbursement - \$200
- Employee Referral Incentive - \$1,200

## **Key Responsibilities**

- **Scope.** Conduct thorough project scoping exercises, collaborate with stakeholders to gather requirements, and ensure there is clear documentation of project scope, objectives, and deliverables to guide successful project execution. Lead efforts related to developing Request for Information (RFI) to clarify project scope. Ensure timely management of request for changes (RFCs) and change orders.
- **Schedule.** Create, present, and oversee project schedules, proactively identifying risks and implementing strategies for on-time project completion. Collaborate with project engineers to formulate and monitor tasks and project milestones.

- **Budget.** Execute budget planning, monitoring, and control best practices throughout the project lifecycle. This includes creating detailed budget estimates, tracking expenses, timely invoicing, and implementing cost-effective measures to ensure the project stays within financial parameters.
- **Estimating.** Conduct thorough assessments of project requirements, resource needs, material, and potential risks to develop accurate cost estimates. Collaborate with relevant stakeholders to refine estimates and ensure alignment with organizational goals and client expectations.
- **Proposal Development.** Analyze project requirements and collaborate with cross-functional teams to create competitive and compelling project proposals.
- **Support Winning Work.** Employ a strategic mindset and actively contribute to the success of winning projects by offering support in proposal development, client presentations, and bid processes. Assist with identifying and leveraging opportunities to secure new business and enhance the organization's success in competitive environments.
- **Project Delivery.** Collaborate with team members to ensure the successful delivery of projects, encompassing efficient planning, resource management, timely execution, and the attainment of excellent work quality. Schedule, lead, and/or attend project meetings. Coordinate all field work with inspectors as required.
- **Team Communication.** Schedule and set clear expectations for work to be completed by the team. Lead project communications with clients, subcontractors, and vendors. Proficiency in facilitating effective communication channels, resolving conflicts, and ensuring information flow among team members is essential.
- **Client Relations.** Focus on exceptional communication and interpersonal skills to understand and address client needs effectively. Building and maintaining positive client relationships while ensuring project objectives align with client expectations is crucial.
- **Material Procurement.** Lead material procurement efforts including establishing and maintaining positive vendor relations as well as negotiating pricing. Optimizing the supply chain for timely project deliveries and cost-effectiveness is essential.
- **Project Safety.** Prioritize safety protocols, ensuring a safe work environment for all team members. Implementing and maintaining safety measures within project budgets and timelines is essential.
- **Mentorship.** Guide and support team members, fostering a collaborative and growth-oriented work environment while ensuring successful project delivery.

### **Qualifications Required**

- Must show minimum of three (3) directly related service projects in the areas of ITS maintenance, ITS integration, and ITS network management.

- Completion of a Bachelor's degree in Civil Engineering, Electrical/Electronic Engineering, Computer Science, Information Technology, Information Systems Management or equivalent combination of education and experience.
- Must have excellent technical writing skills.
- Must have excellent soft skills and be customer service oriented.
- Good problem solving and analytical ability.
- Good organizational skills and attention to detail.

### **Qualifications Desired**

- Professional Engineering (PE) License
- Professional Traffic Operations Engineer (PTOE)
- Project Management Professional (PMP)
- Bicsi Certifications (RCDD, DCDC, OSP, and RTPM)

### **Knowledge, Skills and Abilities**

- Ability to define and establish clear project objectives and requirements.
- Ability to deliver projects within the defined scope and effectively manage changes in scope.
- Ability to assess and prioritize multiple projects, tasks, and day to day demands.
- Ability to schedule projects effectively.
- Ability to accurately forecast costs, monitor expenditures, and implement cost-control measures to ensure adherence to budgetary constraints.
- Skill in reading and interpreting maps, electrical diagrams, schematics, complex specifications, and manuals.
- Ability to conduct thorough and accurate project scoping and requirements analysis, enabling precise estimation of resources, time, and costs required for successful project delivery.
- Ability to conduct thorough research, analyze requirements, draft compelling narratives, and collaborate effectively with teams to develop proposals.
- Skill in supporting the acquisition of new business opportunities.
- Ability to identify potential clients, engage in strategic networking and effectively communicate value propositions.
- Ability to give instructions in work procedures, including delivery performance expectations.
- Skill in problem-solving, troubleshooting, and decision-making.
- Knowledge of quality assurance and quality control processes and industry best practices.

- Ability to work cooperatively with clients, contractors, government agencies, the general public, and others to prevent, resolve, and minimize project related challenges.
- Ability to plan assignments and supervise professional and technical personnel.
- Ability to present ideas effectively, both orally and in writing.
- Ability to build and maintain positive client relationships, including the ability to understand client needs, communicate effectively, cultivate trust, and proactively address concerns.
- Strong interpersonal skills to foster long-term partnerships and drive client satisfaction and retention.
- Knowledge of material procurement processes, including supplier sourcing, negotiation, and inventory control.
- Ability to assess supplier capabilities and optimize procurement strategies to ensure timely delivery of quality materials while achieving cost-effectiveness.
- Knowledge of OSHA regulations, standards, and best practices relevant to construction and telecommunications.
- Knowledge of traffic control principles, traffic management regulations, and relevant industry standards.
- Knowledge of mentorship principles and techniques, including the ability to provide guidance, support, and constructive feedback to facilitate the professional growth and development of team members.

### **Health and Safety**

- Demonstrate a strong commitment to grow and foster a culture of safety by upholding standards and best practices of safety in the workplace.
- Commit to putting safety first in all aspects of work.
- Report all safety concerns, incidents and near misses.

### **Company Culture**

- Demonstrate commitment to the company's core values.
- Participate in all initiatives supporting the company's core values.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

### **Travel Requirements**

- Based on current project demands and Integral Blue's geographic focus, long distance travel is expected to be minimal.
- Some travel from Integral Blue's Corporate Office in Auburn Hills, MI to job sites and client offices/facilities is expected.

Integral Blue is an Equal Employment Opportunity Employer