

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: ENGINEERING & CONSTRUCTION

POSITION: PROJECT MANAGER

POSITION SUMMARY

This position is for a Project Manager in the Engineering & Construction Department at the Urban Redevelopment Authority of Pittsburgh (URA). The Project Manager is responsible for the management and implementation of complex design, demolition and construction projects, and technical studies undertaken by the URA. Responsibilities include the close coordination of URA projects with the City of Pittsburgh's Department of City Planning, Department of Public Works, Department of Mobility and Infrastructure, and the Pittsburgh Water and Sewer Authority; and serving as a liaison with the public affected by URA projects. The Project Manager will report to the Engineering Manager.

The successful candidate will have strong project management skills and a complex design background. The candidate must be a hands-on, participative project manager who will lead and work on an internal team.

The URA is the City of Pittsburgh's economic development agency, committed to creating jobs, expanding the City's tax base and improving the vitality of businesses and neighborhoods.

ESSENTIAL FUNCTIONS

- Prepare Request for Proposals (RFP) and scope of work for the solicitation of professional services
- Prepare project scopes and cost estimates
- Prepare project schedules to identify and coordinate project tasks and establish project timelines
- Review proposals for professional services and construction bids
- Administer procurement procedures related to selection of technical consultants and bidding of contracted work
- Manage the preparation of plans and specifications for demolition, public improvement and building construction projects
- Prepare professional services agreements for consultants
- Manage and administer the work of consultants providing planning, design and construction services for the URA
- Manage construction, demolition and environmental contracts undertaken by the URA, including the negotiation of contract change orders and perform contract administration to assure conformance with contract conditions and specifications
- Coordinate activities of URA with those of the City of Pittsburgh, other governmental agencies, utility companies, developers and their architects and engineers as part of the planning, engineering and construction process
- Organize and implement public information programs relative to public improvement projects
- Attend public meetings as necessary during the planning, design and construction of projects
- Provide technical information to other URA departments and employees
- Perform other duties as required

QUALIFICATIONS

- Must have a Bachelor's Degree in Civil Engineering; A Master's Degree in Engineering, Construction Management, Public Administration, or a related field is preferred. A minimum of 10 years work experience in design and construction of public works projects is required.
- Verbal and written skills required
- Effective communication skills and team building required
- Microsoft Word/Excel skills required
- Time Management skills required
- Valid PA driver's license required
- **City residency is a condition of employment**

SALARY

Range: \$65,000 - \$80,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
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