



Project Manager

The Naugatuck Valley Council of Governments (NVCOG) seeks candidates for the position of Project Manager to join the Agency. This position will be part of an interdisciplinary team working on regional planning, aiding the region's nineteen member municipalities, and leading projects of regional importance. The ideal candidate will have a broad knowledge of issues impacting the region, experience managing complex projects and a desire to use their skills to help improve the health and quality of life of residents by building a safer, more resilient, equitable, and sustainable region.



RESPONSIBILITIES

The NVCOG Project Manager will work on planning, engineering, and construction projects including but not limited to transportation, stormwater, trail development, dam removal, and sewer infrastructure improvements. The project manager will be responsible for projects from concept to completion including:

- Working with NVCOG staff, member municipalities, and partners to develop project concepts, narratives, budgets, and staffing plans.
- Identifying funding sources and preparing grant applications for state, federal and private grant programs.

- Conducting procurement for professional planning, engineering, design, or construction services, including developing and reviewing RFQ/RFPs, cost estimates, and bid packages.
- Overseeing, managing and/or advising staff and consultants working on regional projects.
- Working with finance staff to oversee invoicing, billing, and reporting to funders.
- Tracking project progress and providing regular updates to NVCOG staff and board.
- Distilling project information for inclusion into reports, studies, testimonies, outreach, and presentations.
- Working in partnership with our member municipalities, federal and state agencies, academic institutions, environmental nonprofits, and funders.

AN IDEAL PROJECT MANAGER HAS....

- Knowledge of and experience with state and federal grant programs.
- Knowledge of federal, state, and local procurement policies.
- Experience overseeing planning, design, or construction projects.
- Experience managing complex projects and overseeing consultants.
- Excellent interpersonal, writing, and computer skills.
- Strong research, writing, and communication skills, including ability to analyze data and discern trends.
- Ability to write coherent documents ranging from technical reports to educational material.
- Experience leading interdisciplinary teams undertaking complex projects.
- An understanding of project management and scheduling software to track progress, and document project progression.
- Ability to read, understand and interpret engineering drawings.
- Ability to establish, maintain, and expand productive working relationships with the public, community groups, and government officials, especially local elected and appointed officials.
- Ability to work in a team and collaborate; as well as the ability to manage multiple and varied assignments independently.
- Ability to work within government structure and protocol.
- Experience with or understanding of transportation systems, municipal solid waste, municipal drinking water and sewer systems, dam removal, habitat restoration, and/or brownfield assessment and remediation is desired.

EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree (or higher) in construction science and management, civil or environmental engineering, architecture, business or public administration, environmental science, planning, geography, or a related field, and three years professional experience, or education and experience deemed equivalent by NVCOG.

WORK EXPECTATIONS

Regular travel within the region and occasional travel statewide should be expected. Mileage will be reimbursed at the federal rate. Responsibilities will include regular field visits and may require traversing difficult terrain.

COMPENSATION AND BENEFITS

This is a full time, 35-hour per week hybrid position. The NVCOG has an authorized yearly rate of \$65,000 - \$85,000 for this position, commensurate with experience and qualifications. Benefits include a comprehensive health insurance plan including vision and dental, and a retirement plan with no required employee contribution.

TO APPLY

Please submit a cover letter and resume to Patricia Bruder, Executive Administrative Clerk at jobs@nvcogct.gov. NVCOG is an equal opportunity employer.

Applications will be considered on a rolling basis and will be kept in confidence until interviews are completed. Reference and additional supporting documents may be requested from the applicant if NVCOG decides to advance the applicant.