



SENIOR PROJECT MANAGER

The Atlanta BeltLine is the largest revitalization effort in the history of Atlanta, encompassing almost 20 percent of the city. It features 22 miles of light-rail streetcar transit, several crosstown streetcar transit line extensions to serve the city's inner core, 33 miles of paved urban trails, over 1,300 acres of new parkland, 46 miles of streetscapes and intersection improvements, one of the South's largest installations of public art, brownfield reclamation, and the creation of 5,600 affordable housing units and 30,000 jobs in the neighborhoods surrounding the underutilized and abandoned railroad corridor. In addition, ABI is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all programs and projects.

Atlanta BeltLine, Inc. (ABI) is seeking a design and construction Sr. Project Manager. This individual will be responsible for planning, organizing, and monitoring implementation of specific Atlanta BeltLine projects. Reporting to the Vice President of Design and Construction, the Sr. Project Manager will be responsible for the design and construction of projects that include multi-use trails, streetscape, parks, and other public spaces.

Successful candidates will have experience managing the design and construction phases of projects on behalf of an owner, preferably with a project portfolio that includes civil infrastructure and public open space projects located within an urban environment. In addition, successful candidates will demonstrate leadership skills, time management and administration skills, as well as a familiarity with the overall goals of the Atlanta BeltLine.

PRIMARY RESPONSIBILITIES

- Manage the design and construction phases of multi-use trail, park, and streetscape projects.
- Prepare procurement documents for engineering contracts, construction contracts, utility relocation work, and other consulting and construction agreements.
- Evaluate proposals and bids and provide recommendations.
- Coordinate with Legal, Finance, and Procurement staff to ensure the selection and contracting of Design Teams and General Contractors in a timely manner.
- Manage the design and construction phases of assigned projects, to include quality control review of construction documents, management of engineering team during design and permitting, and oversight responsibilities of construction activities on site.
- Administer and manage schedules and budgets for assigned projects to include cost control, billing, change management, cash flows, schedule development, and schedule management.
- Prepare and present monthly design and construction progress reports.
- Manage the relocation of site utilities, environmental remediation work, and achieve sustainability goals for the project.
- Attend community meetings, including the development of and presentation to the community on assigned projects

- Advise and coordinate on projects with ABI internal departments including Community Engagement, Economic Development, Government Affairs, and Communications.
- Serves as a resource for staff, consultants, the public, and City departments in the development of community-based project design and is sensitive and responsive to community issues and concerns.

SKILLS & QUALIFICATIONS

Education: Bachelor's degree in Building Construction Management, Civil Engineering, Landscape Architecture, or related field.

Experience: **Minimum 10+ years** of design/project management experience, preferably with project experience on civil infrastructure projects, such as multi-use trails, streetscape, public spaces, or parks located within an urban environment.

Required Skills:

- This job requires advanced knowledge of the principles and processes associated with design and construction management on behalf of an owner. Ability in negotiation, contract administration, construction project management, cost management, procurement practices, cost accounting, and budgeting.
- Must be highly organized, capable of self-direction and autonomy, and able to work well with persons at all levels in the organization and within the community.
- Flexibility and the ability to multi-task.
- Ability to define and resolve complex issues.
- Must have effective presentation and written communication skills.
- Computer skills in Microsoft Office Suite with excellent Power Point and Excel skills, project management software (Prolog or similar), accounting cost management software, and scheduling software (Primavera or MS Project).
- Knowledge of SITES (sustainable projects), GDOT permitting, federal funded projects, and City of Atlanta permitting desirable.

How to Apply:

Interested candidates should submit a cover letter and resume to jobs@atlbeltline.org by January 4, 2022.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Equity Note: Research suggests that women and Black, Indigenous and other persons of color are less likely than men and white job seekers to apply for positions unless they are confident they meet 100 % of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills and abilities that you demonstrate, using an intentional equity lens.