



PROJECT MANAGER

INITIAL REVIEW: **AUGUST 12, 2024**
ANTICIPATED INTERVIEW DATE: **AUGUST 26, 2024**

OVERVIEW:

The Project Manager is a temporary, full-time position that will represent the VRFA in the design and construction of fire stations and other capital facilities projects. The position will assist in budget management and will manage projects from conception to completion on behalf of the VRFA. Applicants must possess superior working knowledge of fire station design and use, as well as experience managing fire service or related capital projects.

ESSENTIAL FUNCTIONS:

- Coordinates with the architectural firm contracted for the project.
- Reviews the projects in-depth; work with the architectural firm to schedule deliverables and estimate costs.
- Monitors onsite construction for compliance with building and safety regulations.
- Coordinates with the architectural firm in managing construction progress, activities, and contractors as necessary.
- Prepares internal and external reports pertaining to job status and provide a monthly report to VRFA Senior Staff.
- Works with the architectural firm and VRFA staff, negotiates terms of agreements and drafts contracts, review bonds and insurance certificates, and obtains permits and licenses when necessary.
- Works with the architectural firm to analyze, manage, and mitigate risks.
- Monitors quality construction standards and the use of proper construction techniques, notifying the architectural firm when potential issues are identified.
- Maintains community relations within the vicinity of the projects.
- Attends and may lead meetings as required; participate on committees as requested.

APPLY FOR THE PROJECT MANAGER POSITION BY VISITNG WWW.VRFA.ORG/CAREERS

BENEFITS

The VRFA offers a comprehensive benefit package that includes paid medical, dental, and vision; HRA VEBA plan; paid time off, and other exceptional benefits!

PAY

Salary Range:
\$12,567.13 - \$15,448.20 monthly
Hiring Range:
\$12,567.13 - \$13,933.37 monthly

253-288-5800



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