



Blue Water Baltimore Seeks Restoration Project Manager

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Blue Water Baltimore, the leading water quality nonprofit in Baltimore, seeks a **Restoration Project Manager (RPM)** to oversee the successful implementation of Blue Water Baltimore's (BWB) environmental restoration projects. The RPM will oversee restoration staff in direct implementation of small-scale restoration projects such as tree plantings, cistern installations, stormwater planters, hardscape removal, and conservation landscaping. For more technical projects, the RPM will oversee the work of qualified sub-contractors. This position ensures projects are accurately estimated and constructed in accordance with project intent, budget, design and schedule. This position manages and coordinates restoration staff, contractors, and volunteers to complete projects. The RPM will develop restoration projects with community partners for implementation, future design or to support funding the project through a grant.

Blue Water Baltimore's mission is to restore the quality of Baltimore's rivers, streams and Harbor to foster a healthy environment, a strong economy, and thriving communities. Blue Water Baltimore is 501(c)(3) nonprofit organization that accomplishes a wide range of work and partners with diverse organizations and community stakeholders to reach its restoration, greening, and advocacy goals.

Our team is small, close-knit, and committed to the wellbeing and happiness of one another. Our workplace is flexible, casual, and fun. As an organization and individually, we are committed to creating an inclusive environment. Read more at www.BlueWaterBaltimore.org.

RESPONSIBILITIES

Project Management

- Manage implementation of restoration projects in coordination with Senior Operations Manager, Community Engagement Manager and Restoration Technician
 - Coordinate project scheduling and logistics
 - Purchase supplies and materials for direct implementation
 - Obtain and hold final permits, coordinate utility markings and all meetings with inspectors
 - Ensure that projects are completed on time and within budget
 - Oversee restoration project delivery, which includes but is not limited to developing Requests for Proposal, coordinating contractor selection, executing contracts, and coordinating pre- and post-construction meetings
 - Provide project quality assurance and ensure impeccable customer service
- Manage maintenance schedule for completed restoration projects in coordination with BWB staff, volunteers, partners and contractors
- Build and manage project budgets that include adequate funding for project management, contingencies, maintenance, and organizational overhead expenses
- Manage restoration project design with contract designers and engineers
- Contribute to grant proposals in collaboration with landowners, partners, consultants, and other BWB staff.
- Work with partners and other restoration staff to identify new restoration opportunities

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Operations / Administration

- Perform supervisory duties for 2-3 Restoration field staff, including goal setting, conducting performance reviews, identifying professional development opportunities, reviewing and approving timesheets and paid time off requests
- Ensure project construction documentation with pictures of sequencing, pre-post construction and enter final deliverables into database
- Process payments from vendors and consultants

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- 1 years' experience managing construction, landscaping and/or restoration projects
- 1 years' experience supervising staff
- 1 year's project management including job costing, billing, and labor management
- Familiarity with Green Stormwater Infrastructure and Best Management Practices in urban areas
- Excellent communication and customer service skills
- Proficiency with Microsoft Office Suite programs
- Strong attention to detail
- Ability to prioritize and organize multiple deliverables with diverse partners
- Ability to work some weekends and evenings with a flexible planned schedule
- Valid driver's license and clean driving record

PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- 2 years' experience managing construction, landscaping and/or restoration projects
- 2 years' experience supervising staff
- 2 years' project management including job costing, billing, and labor management
- Chesapeake Bay Landscape Professional Certification
- Familiarity with standard contracts
- First Aid/CPR certifications are a plus
- Familiarity with the Baltimore area and its neighborhoods

Salary Range: \$47,000 - \$60,000

Benefits:

Blue Water Baltimore offers a comprehensive benefits package that includes paid vacation, personal, holiday, and sick time; health, vision, and dental insurance; and a tax-deferred retirement plan.

TO APPLY:

- Please complete Blue Water Baltimore's [brief online application](#).
- Please email a cover letter and resume to **employment@bluewaterbaltimore.org**.
- Please include "Restoration Project Manager" in the subject line.
- The position will remain open until filled. **No phone calls, please.**

Blue Water Baltimore is an equal opportunity employer, drug free workplace, and complies with ADA regulations as applicable.

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