

## Job Description

Job Title: Project Manager  exempt  non-exempt  
Division/Department: CLS, LLC Corporate Office  
Location: 2245 Texas Drive, Ste 200 Sugar Land, Texas 77479  
Reports to: Officer In Charge Title: Officer In Charge

**With the exception of *Education and Experience*, any specific criteria identified in the following paragraphs are included to describe the duties and activities associated with the normal performance of work at this classification. An employee may need to work for short periods at a level above or below their current position to meet project demands.**

**SUMMARY:** Responsible for the Right-of-Way management of a project. Oversees the activities of all project personnel. Experienced in all phases of Right-of-Way including an in-depth knowledge of title, acquisition, survey permitting, permitting, condemnation and construction support. Able to administer feasibility studies, implement project procedures, prepare forecasting's, maintain and stay within budgets, develop schedules and milestones and understand appraisal reports. Responsible for assigning and assessing team member responsibilities/roles and oversees overall project status. Responsible for making recommendations as to the hiring, firing, advancement, promotion or any other change of status of project personnel. Responsible for training, appraising and developing staff members. Serves as the primary contact with client and CLS Officer in Charge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to:

- Direct and manage project development from beginning to end.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.
- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.

- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.

**ACCOUNTABILITY:** This position is responsible for plan, execute, and finalize projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle.

**QUALIFICATION REQUIREMENTS** (minimum and preferred requirements): To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION:** Bachelor's degree from four-year college or university and ten or more years of Right-of-Way experience; or equivalent combination of education and experience. At least 5 years of management experience.

**EXPERIENCE:** 5 years direct work experience in a project management capacity, including all aspects of process development and execution.

- Extensive experience with and understanding of negotiation and acquisition principles, land title, Right-of-Way documents and CLS policies and operating practices.
- Solid working knowledge of MS Office, especially MS Word Excel, Google Earth and/or other map related applications.
- Demonstrated experience in personnel management.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Ability to adapt to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Reacts to project adjustments and alterations promptly and efficiently.
- Flexible during times of change.
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- Persuasive, encouraging, and motivating.
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
- Ability to defuse tension among project team, should it arise.
- Ability to bring project to successful completion through political sensitivity.
- Strong written and oral communication skills.
- Strong interpersonal skills.
- Adept at conducting research into project-related issues and products.
- Must be able to learn, understand, and apply new technologies.
- Customer service skills an asset.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

### LICENSING:

- Must have valid driver's license.
- Must maintain minimum automobile liability insurance in the amount of \$100,000/\$300,000/\$100,000.

### LANGUAGE SKILLS:

- Requires excellent oral and written communication and presentation skills.
- Must be able to write clearly and concisely to prepare reports, specifications and correspondence.

### MATHEMATICAL SKILLS:

- Ability to utilize advance mathematical skills in order to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages and decimals.

**REASONING ABILITY:** Must be able to apply advanced reasoning skills in 360 degree format to manage various stakeholder's needs.

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in standardized situations.

### OTHER SKILLS AND ABILITIES:

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### **Work Conditions**

- Overtime may be required in meet project deadlines.
- Due to the nature of the work, from time to time the incumbent may experience significant project-related stress.
- Sitting for extended periods of time.
- While performing the duties of this job, the employee is required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Plus stand; walk; and stoop, kneel or crouch.
- Physically able to participate in training sessions, presentations, and meetings.
- Some travel may be required for the purpose of meeting with clients, stakeholders, or off-site personnel/management.
- While performing the duties of this job, the employee is required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Plus stand; walk; and stoop, kneel or crouch.
- The employee must be able to lift and/or move up to 35 pounds. Employee is expected to use good judgment when lifting or moving office supplies and/or furniture and to seek assistance or wear back support appliances when appropriate.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus in use of computer monitor and other manual, task-related functions.
- The employee may be required to travel by car, plane, taxi, bus, and shuttle; to and from various projects nationwide, and to handle their own luggage and computer equipment.

**WORK ENVIRONMENT:** This job will require a majority of work to be performed in a well lighted, temperature controlled, fast-paced office setting. Some activities may require overnight travel to field locations and client offices. There are frequent interruptions during the work day for impromptu meetings with various corporate employees, client calls and required weekly and other meetings.

**COMMENTS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.