



## **NX Utilities Job Description**

**Job Title:** Project Manager  
**Department:** Operations  
**Reports To:** Regional Director of Operations  
**Location:** Torrance, CA  
**FLSA Status:** Exempt

### **Summary**

Responsible for the end to end implementation of fully executed service agreements in the assigned market. The Project Manager is a matrix line management position with direct accountability over project and responsibility for staff assigned to the project meeting objectives without having direct authority. Therefore it is highly important for them to have outstanding motivational, leadership, and team building skills.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Define the scope of the project in collaboration with senior management
- Create a detailed work plan which identifies add sequences the activities needed to successfully complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
- Execute the project according to the project plan
- Monitor the progress of the project and make necessary adjustments to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project]
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
- Ensure that the project deliverables are on time, within budget and at the required level of quality

### **Supervisory Responsibilities**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications**

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.



Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Attention to detail, previous experience working with the underground utilities, understanding the placement and routing of those types of utilities/fiber optic, and cable tv pathways/ aerial and MDU
- 5+ years of experience in project management and 10 years of experience in underground construction
- Manage difficult customer situations, respond promptly to customer demands
- Ability to issue, monitor, and QC work in an organized, positive, safe, and efficient manner
- Able to pass background/drug test and MVR

**Education and/or Experience**

Bachelor's degree (B. A.) from four-year College or university; or five to seven years related experience and/or training; or equivalent combination of education and experience.