

Now Hiring: **Project Manager**

Would you like to work in an energized, challenging, and inclusive work environment? Gorove Slade is currently hiring for their growing team!

Gorove Slade is a multimodal transportation engineering and planning firm based in the DMV. Our firm is committed to maintaining an environment of growth for our employees. We value our team and are committed to the success of each person within the firm. We are focused on shared success for not only our clients, but for all staff that work as part of the Gorove Slade team.

We are currently seeking a **Project Manager** to implement project directives under the direction of the Principal, with an emphasis on project delivery, including budgeting and billing, and satisfactory completion of client engagements. The Project Manager will play a significant role as an ambassador of firm deliverables with stakeholders and clients.

Responsibilities include but are not limited to:

- Manage and complete projects of varying scale with limited assistance from senior management.
- Manage contract budget and monthly billing.
- Prepare proposals and Scope of Work (SOWs) sent to clients.
- Utilize accounting and project management system to prepare client invoices and to understand, and improve, project fiscal performance.
- Review ARs and work with Principals to ensure timely payment of invoices.
- Develop, track, and maintain project schedule to ensure deliverables are completed to ensure client expectations are met.
- Manage and complete the technical aspects of projects of varying scale with limited assistance from senior management.
- Bring technical and engineering expertise to project effort and share knowledge with team members.
- Ensure efficient project completion and review deliverables throughout the project
- Offer solutions to problems that arise during projects.
- Act as the final stamp of approval for technical documentation for projects. Review and approve design, documentation, analysis, and planning tasks performed by team members.
- Offer subject matter expertise on the technical efforts of projects in order to better the quality of the final product.
- Direct oversight and review of the entire technical phase of the workflow process.
- Remain current in the regional knowledge of local processes and personnel. Share knowledge with team members and support them in order to enhance their understanding of regional processes.
- Utilize technical knowledge during interviews and presentations in order to promote abilities of Gorove Slade.
- Demonstrate ability and success in Client Management.
- Attend and prepare for meetings and hearings as a transportation planning expert.
- Provide clear and concise written and visual communication between Gorove Slade and project team
- Ensure effective communication and coordination strategies on assigned projects between external project participants.
- Assist the Director in the training and development of junior staff.

Requirements and Skills:

- Bachelor of Science in Civil Engineering or Master's of Urban Planning preferred. Areas of focus could include planning, transportation planning, urban studies, public administration, or a closely related field.
- 5+ years of experience.
- Licensed Professional Engineer and PTOE or AICP preferred.
- Expertise in ability to train others in traffic analysis and documentation
- Expertise in the principles, practices and trends of traffic engineering.
- Excellent project and time management skills.
- Excellent organizational skills.
- Passion for collaboration throughout the development and execution of projects.

Benefits

Employee benefits are an important part of the total compensation package from Gorove Slade. Some of the benefits that full-time employees are eligible for include:

- Paid Medical, Dental, and Vision insurance
- Paid Company Holidays (9) and a Floating Holiday
- Competitive Paid Time Off
- Parental Leave
- Professional Development Support
- Retirement Plan and Profit Sharing
- WMATA Smartbenefits
- Capital Bikeshare Benefits
- Flexible Spending Account

Equal Opportunity Employer

At Gorove Slade, we don't just accept difference — we celebrate it, we support it, and we thrive because of it. Gorove Slade is proud to be an equal opportunity workplace.

***Interested in learning more?
Email careers@groveslade.com today!***