

# Forest County Potawatomi

## Position Description

Position Title: **Project Manager – HVAC and Solar**  
Division: **Land and Natural Resources**  
Department: **Energy**  
Reports To: **Energy Manager**  
Position Code: **LNR062E**  
Last Updated: **March 2024**

*This position is partially or fully grant funded. Employment beyond the term of the grant award may be subject to approval by Executive Council.*

### Summary:

Responsible for the project management of grant related activities within the Energy Department

### Duties and Responsibilities:

1. Ability to develop detailed project plans including but not limited to outline scope, developing timelines, budgets, and materials lists as needed.
2. Ability to collaborate project plans with engineers, architects, and environmental consultants to meet the needs of grants and communities.
3. Serves as main point of contact for contractors and ensures clear communication, ability to address their concerns, and maintain strong relationships with project partners.
4. Ability to oversee bidding process, selecting contractors and vendors, manage contracts and ensure compliance with project specifications and quality standards.
5. Work directly with Grant Coordinator to ensure project details align with grant requirements and maintain accurate records for grant reporting purposes.
6. Ability to monitor project progress, identify potential risks and mitigate, manage schedules, adjust plans as needed, and always ensure safety and environmental standards are upheld throughout projects.
7. Ability to implement quality control procedures to ensure HVAC and solar installations meet all technical specifications, energy efficiency goals, and sustainability objectives.

### Requirements (Education, Experience, Knowledge, Skills, Abilities):

- Bachelor's degree in Engineering, Construction Management, or a related field. PMP certification is highly desirable.
- Minimum of 5 years' experience in project management, preferably in large-scale construction or infrastructure projects.
- Experience managing grant funded projects with a strong understanding of compliance and reporting requirements.
- Proficient in project management software and tools.
- Strong leadership and negotiation skills, with ability to manage and motivate multidisciplinary teams.

- Excellent communication and interpersonal skills
- Knowledge of HVAC systems, solar energy installations, and sustainable building practices.
- Commitment to environmental protection and appreciation for tribal cultures and traditions.

**Physical Demands:**

Carry 50#:	Frequent
Carry 25#:	Frequent
Pull:	Frequent
Push:	Frequent
See:	Constant
Hear:	Constant
Walk:	Constant
Stand:	Constant
Sit:	Frequent
Crawl:	Occasional
Heights:	Frequent
Enclosed Space:	Frequent
Twist:	Frequent
Bend:	Frequent
Climb:	Frequent
Drive:	Frequent
Heavy Equipment:	Occasional