

Job Title:	Project Director		
Department/Group:	Transportation/Environment	Reports To:	Chief Resiliency Officer
EEO Category:	Mid-Level Officials and Managers	FLSA Status:	Exempt
Pay Plan Level:	7	Position Type:	Full-Time
Job Description			
<p>Job Summary: This position will be the lead staff person responsible for managing and implementing a federal grant. The project director will work with a team of other MARC staff, will supervise other project managers, and work with external community partners.</p> <p>Primary Responsibilities: Lead staff responsible for the implementation of a federal energy conservation grant <i>(additional details to be added based upon grant deliverables)</i></p> <p>Education and Experience:</p> <ul style="list-style-type: none"> • Education, Experience: A bachelor's degree in engineering, architecture, construction management or building science, facility management, or a related field and a minimum of eight years of progressive, related work experience, is required. Additional experience may be considered in lieu of a post-secondary degree. Prefer individual with a Project Management Certificate (PM) or Certified Energy Manager (CEM), LEED, or other similar credential. • Must possess a valid driver's license from the state of KS or MO. • Experience with clients, including local governments or non-profit organizations, to address needs, particularly in areas of energy conservation. • Prefer experience with supervising staff, or managing large, interdisciplinary teams with internal or external personnel. • Prefer experience in managing federal grants involving construction, including NEPA, Davis Bacon, Buy American and other requirements as well as federal reporting requirements. <p>Competencies:</p> <ul style="list-style-type: none"> • Ability to apply project management skills. • Ability to work with multiple constituencies to evaluate energy conservation improvements for their buildings and identify specific investments that could yield significant returns-on-investment. • Ability to evaluate energy savings and carbon emissions reductions on buildings to establish baselines and estimates for savings with various investments. • Ability to communicate effectively both verbally and in writing, in a culturally sensitive manner with both individuals and groups from diverse backgrounds. • Ability to serve as a spokesperson and relationship builder. • Ability to work independently, manage multiple tasks and meet deadlines. • Proficiency with Word, Excel, Teams, Office 365, and ability to learn and use various software platforms. • Ability to accurately prepare and maintain documents, correspondence, files, and reports. Knowledge of records administration and procedures to meet federal grant requirements. • Ability to conduct research, accurately prepare reports, analyze and present information. • Ability to analyze complex issues and identify and implement actionable steps to address needs. • Ability to make timely, informed decisions that consider the facts, goals, constraints and risks. • Provide excellent service to internal and external customers, demonstrates a positive approach and provides timely and thorough responses. • Ability to direct and oversee program activities and ensure deliverables are met. Clarifies the related roles and responsibilities, deliverables, milestones, limits for independent decision making. 			

- Prefer candidate with knowledge of energy audit requirements, energy conservation grants, loans, and tax incentives for building improvements.

Physical Demands and Work Environment:*

Work involves exerting up to 25 pounds of force occasionally and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects. This position involves sitting most of the time but may involve standing or walking for brief periods of time. This position requires manual dexterity sufficient to operate phones, computer, keyboard, and other office equipment. This position requires the ability to bend and reach at both ground level and overhead. Other physical requirements include: Holding and gripping objects, ability to communicate clearly to accurately convey information, visual ability to distinguish color, acuity, and depth perception.

Work performed is in an office environment with good working conditions and an almost complete absence of extreme noises and unpleasant or hazardous elements.

This position works a minimum of three days on-site in the office.

**The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*