

Project Manager

Our Purpose is to help people enjoy a better life and communities thrive. Corix has been building, operating, and maintaining water, wastewater, electric, gas and sustainable energy utility infrastructure for many years across Canada and the U.S. **Our vision** is to be the preferred utility delivering co-created solutions our customers want. Throughout our history, we have helped communities to grow and thrive by implementing safe and efficient infrastructure solutions that meet their unique needs. At Corix **our values** are safety, integrity, excellence, and connection.

The Corix team has an opportunity for a **Project Manager based in Crown Point, IN**. This role is responsible for all water and wastewater utility construction projects in the Illinois, Indiana and Kentucky service areas, from initial contract negotiations through warranty termination.

What you'll do

- Oversees complex technical projects, adhering to strict goals and deadlines.
- Creates and maintains activity and progress reports for internal and external customers.
- Responsible for all project development.
- Hires, directs, evaluates and disciplines Construction Inspectors.
- Obtains engineering proposals, monitors project budgets, construction activity and coordinates timing with operations.
- Tracks all budget related information, such as hours worked and expenses, etc.
- Coordinates all daily activities and personnel for each project.
- Processes paperwork, including invoices, for each project in a timely manner and submits to Regional Manager.
- Ensures the success of projects, while remaining in line with time and budget parameters.
- Notifies management staff of any current or pending escalations relating to projects, or items that could impact the success of projects.
- Coordinates and completes the work necessary to obtain approval on emergency projects.
- Constant, independent travel daily between worksites. Review engineering reports and construction plans and specifications.

Additional Responsibilities

- Assists AM & RM with forecasting and planning capital projects up to 5 years in advance.
- Attends project team status meetings as required.
- Performs other related duties as assigned.
- Maintains awareness of OSHA safety requirements and on-site compliance by Corix staff, engineers, and contractors.

What you bring

Experience

- Requires a minimum of 3-5 years project management experience preferably related to water and/or wastewater construction projects

Education and Certifications

- Required: Bachelor's Degree in Project Management, Civil/Environmental Engineering or similar field or related work experience.
- Required: Must maintain a valid driver's license

Skills, Knowledge, and Abilities

- Ability to perform physical duties such as occasional lifting of up to 50 lbs. unassisted, walking, and sitting for extended periods of time: occasionally climbing, pulling, kneeling, twisting, turning, stooping, reaching, and bending. Must wear/use all protective equipment were required including hearing protection, safety glasses, chemical suites and personal protective equipment when handling hazardous materials; must be OSHA compliant.
- Ability to calculate basic mathematical equations.
- Ability to read and interpret soil and hydro-geological reports and maps.
- Ability to complete work that will ensure the approval of all capital projects in a timely manner.
- Ability to keep accurate records and prepare and submit accurate reports.
- Ability to follow verbal and written instructions.
- Excellent organizational and problem solving skills, including negotiating, decision-making research and analysis, and interpersonal skills.
- Ability to provide safe working conditions for fellow workers.
- Ability to effectively communicate and interact with other employees and the public.
- Ability to understand and implement a variety of the field's concepts, practices and procedures.
- Ability to motivate others in the pursuit of Company goals.
- Familiarity with computer applications MS Word, Excel and utilizing personal computer/laptop and mobile device; ability to learn internal software programs

Please note:

- This position is exposed to a normal office environment as well as working outdoors in a plant environment. Exposed to loud noise, wastewater, chemicals and high voltage where electrical shock is a potential hazard. Occasionally encounters extreme cold or hot conditions and potential contact with hazardous chemicals.
- Within the region; up to 25% for training, meetings, project management, etc.

Life at Corix

- Paid Time Off and Holidays: We offer 18 days of PTO and 11 paid holidays,
- Health Benefits: The first day of the month after your start, you'll have access to your health, dental, prescription and vision benefits to help you stay well. And that's just the start, we also offer virtual doctor visits, health savings and flexible spending accounts and more.
- 401(k) Program: Employer contribution. Employer contribution made to the 401(k) plan are vested at 100% and start 30 days after your start.
- Additional Benefits: Other great benefits include company provided life insurance, parental leave, Employee Assistance Program, discounted pet insurance and discounts on hotels, cars, and more
- Grow at Corix: Certifications/ Licenses reimbursement and more.

Additional Comments

This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.

Management maintains the right to assign or reassign duties and responsibilities at any time.

Corix Group of Companies is an E-Verify participating employer.

People Focused and Inclusive Culture

We attract and develop connected, high performing people of diverse background, ethnicities and experiences, who achieve their goals in alignment with our purpose, vision, and values. Creating an inclusive and respectful work environment where everyone is included and able to do their best work and feel as though they belong.

Corix is committed to providing an inclusive and accessible candidate experience. Accommodations are available upon request. We thank all candidates for their interest; however, only those shortlisted will be contacted.

EEO Statement

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, pregnancy, childbirth (or related medical condition), or any other characteristic protected by law.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

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