



Colby Company LLC is currently hiring a **Project Manager** to join their multi-disciplinary engineering and design firm in Portland, ME. Colby Co. also has Professional Engineers in the Electrical, Mechanical, Fire Protection, Structural and Civil fields, as well as a skilled Architectural team. Colby Co. provides designs for new projects and renovations with estimated construction costs ranging from \$50,000 to \$90M. *Colby Co. was named to the 2018, 2019, 2020 and 2021 "Best Places to Work in Maine" lists, ranking #3 in the Small Business Category.*

In addition to being the single point of contact, the **Project Manager** would be responsible for managing the scope, schedule, and budget on building projects. The position is part of the Project Management and Construction Management Department.

#### **Job Responsibilities:**

- Lead internal design teams comprised of multiple disciplines and subcontractors.
- Manage the scope, schedule, and budget on projects ranging from \$50,000 to \$90M in construction value.
- Act as the primary point of contact for clients during project phases.
- Drive and manage client satisfaction on various projects while keeping internal teams motivated and on a timeline.
- Handle all client concerns, questions and expectations on project development, seeking internal support as necessary.
- Travel to visit client project sites occasionally, as needed.
- Maintain detailed documentation of all steps and stages to adhere to company process and policy.

#### **Job Requirements:**

- BS in Engineering, Construction Management or Architecture
- 10+ years of experience in building design, facilities engineering or construction
- 5+ years of Project Management experience
- Professional Engineers (PE), Registered Architect (RA) or Certified Construction Manager (CCM) is a plus

In addition to a comprehensive insurance and retirement benefits package, Colby Co. offers two paid volunteer days a year, paid educational reimbursement, summer hours, paid time off (PTO), flex time, and company outings.

Colby Company LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.