



## **Project Manager II**

**Job Title:** Project Manager II

**Reports to:** Executive Director

**Location:** El Paso, Texas

**Employment Type:** Full-time Salaried Position

**Salary:** \$48,000 to \$55,000 annually (depending on experience)

### **Job Summary:**

The Project Manager is responsible for overall operation, monitoring and negotiating all contracts. Supervises direct staff in accordance with unit goals and policies. Responsible for Performance Contract Targets. Responsible for Performance Contract Audits. Position requires physical and manual operation of power equipment. Adheres to all City, State and Federal guidelines. Participates and supports International Organization for Standardization (ISO) quality standards. Ensures that all employees adhere to company Safety Program. Oversees and administers the company training program for all new hires and yearly training topics with the assistance of fellow Managers.

### **Key Responsibilities:**

- Manage daily operations of ground maintenance and landscaping projects, ensuring high-quality results and timely completion.
- Supervise, train, including assignment of responsibilities and delegation of management duties to appropriate staff and mentor team members, including individuals with disabilities, fostering a supportive and inclusive work culture.
- Performs administrative functions to include coordinate schedules, asset control, allocate resources, purchasing, preparing and overseeing fiscal year budget and projects for department, contract bids and department and supervisor's evaluations.
- Communicate effectively with clients, staff, and community partners in both English and Spanish.
- Continues to develop professional competencies and is responsible for obtaining needed certification in new areas of development.
- Ensure all safety protocols and company policies and procedures are followed.
- Makes decisions on supply needs.
- Ensures performance contract targets are met.
- Ensures performance contract audit is passed with a superior score.
- First contact in any contract negotiations and in resolving any issues that may arise.
- Works safely and ensures that all staff, including self, follow company Safety Program. Purchases all necessary items for staff members to perform their duties in a safe manner.
- Works harmoniously with fellow employees to generate a productive, cohesive work environment using a team approach to all situations.
- Serves as a role model to his subordinates.
- Coordinates all aspects of the implementation of ISO standards, ensures that customers quality requirements are met following all regulatory requirements, enhancing customer satisfaction and achieving continual improvement in pursuit of company goals and objectives.



- Ensures that all new hires are trained in company policies and procedures and performs annual training with the assistance of fellow Managers.
- Monitor equipment and supplies to ensure functionality and availability.
- Maintain detailed records of project progress and performance metrics.

**Qualifications:**

- High school diploma required; some college coursework preferred.
- Must be 21 years or older
- Must pass a driving background check, a criminal background check and a drug test.
- Bilingual in English and Spanish is a must.
- Three to five years at a supervisory capacity.
- Minimum of one year experience working with individuals with disabilities.
- Experience in project management, grounds maintenance, or landscaping is a must.
- Strong leadership and organizational skills.
- Ability to work collaboratively with individuals of diverse backgrounds and abilities.
- Excellent communication skills in both written and verbal formats.
- Advance knowledge of landscaping tools, equipment, and techniques.
- Must have computer knowledge, Word, Excel, PowerPoint.
- General knowledge of the concept of departmental budget, cost analysis and contract procurement.
- Must meet Department of Transportation requirements in order to operate a Truck Mounted Attenuator (TMA).
- Must obtain medical examiner's certification and pesticide license and maintain licenses.

**Authority:**

Project Manager II has the authority to hire, promote, counsel on disciplinary issues up to including termination in all areas related to contracts and can be a witness to disciplinary issues or investigations in other departments.

**Application Process:**

Interested candidates should fill out and submit an Xceed Resources Application as well as a professional resume, cover letter, and three professional references directly to the Human Resources Manager at [linda@xceedresources.org](mailto:linda@xceedresources.org) or may be turned in person at 201 B. N. Clark, El Paso, Texas 79905. Packets will be accepted until the end of the business day December 19, 2024. Incomplete application packets or packets submitted after the due date will not be accepted. For questions or further information please contact Linda Roa, H.R. Manager at (915) 779-6431 or email at [linda@xceedresources.org](mailto:linda@xceedresources.org).

Application can be accessed here: <https://xceedresources.org/wp-content/uploads/2024/07/FILLABLE-Form-733-000-Applicationfor-Employment-B.pdf>