



JOB DESCRIPTION – PROJECT MANAGER WINSTON, GA

Overview

DNT Environmental Services Inc. (DNT) is a nationwide provider of environmental services that include soil and groundwater remediation; hazardous and non-hazardous waste management, transportation and disposal; landfill and disposal cell construction and maintenance; construction, installation and operation of treatment systems; construction site management and quality control; industrial services; and transportation and disposal of regulated medical waste. DNT aims to deliver safe, quality services to our clients while adhering to our core principles and high standard of business ethics.

DNT Environmental Services, Inc. is seeking a skilled, motivated, and dynamic individual to join our team in the full-time position of Project Manager with a start date of August 2024.

The position of Project Manager (PM) has the ultimate responsibility for the successful execution of our projects. The PM works directly with Superintendents to manage budgets, schedules, and client relationships. He/She works with the Senior Management Staff to set goals, establish, maintain protocol, and assess project performance. This position reports to the Managing Partners.

The PM will be responsible for the management of assigned projects and the development of future projects. Duties and responsibilities include, but are not limited to the following:

- Manage the responsibilities of assigned field projects.
- Maintain all field paperwork as required for daily documentation of the project.
- Maintain all paperwork to ensure all work task are identified, documented and invoiced correctly each month.
- Manage and supervise all field personnel assigned to projects.
- Participate and assist in hiring new field personnel.
- Responsible for management of equipment and materials for each field project.
- Responsible for the budget of each field project assigned.
- Manage, develop, and expand current client relationships.
- Routinely network within the industry to develop potential prospects and opportunities.
- Participate in events such as trade shows and conferences for the purpose of marketing the company's services.
- Participate in company strategy planning, department budgeting, and revenue target development.
- Perform presentations to prospective clients describing company's services.
- Participate in the proposal process for new projects and opportunities, including developing proposal documents and submission of completed proposals.
- Attend site visits and pre-proposal conferences as necessary in the pursuit of business opportunities.



Education

Four-year degree in environmental science, engineering or other science-based technical degree or related course work and/or equivalent related work experience.

Qualifications

- 7+ years of field project management experience.
- 5+ years of environmental industry experience.
- Strong knowledge of the environmental and industrial services industry.
- Outstanding client management skills.
- Existing environmental industry client contacts a plus.
- Excellent written and oral communication skills.
- Strong organization and time management skills.
- Self-motivated with ability to work independently.
- Strong PC skills (Word, Excel, Power Point, Adobe Acrobat).
- Ability to travel up to 90% of the time.
- Knowledge of Federal and State project management methods, solicitations, proposal writing and contracting experience.

Skills

- General knowledge of construction means and methods including best management practices, work sequencing, reading and interpreting blueprints/drawings and project durations.
- Broad functional knowledge of equipment operations, operating experience a plus.
- Functional knowledge of GPS surveying and grade control systems.
- Functional knowledge of CADD programs.
- Effective written and verbal communication skills.
- Excellent team building and collaborative skills.
- Proficient at building and maintaining project schedules using various software.
- Ability to coalesce and communicate complex technical information into terms understandable to all field team members.
- Ability to communicate effectively across diverse skill levels.
- Willingness to adapt to changes in project scope of work and utilization of new technologies.
- Ability to manage multiple team members in a variety of roles.



Proposed Salary and Benefits

DNT offers a competitive salary based on market research and experience level. The salary range for this position is \$95,000 to \$110,000 based on experience and knowledge within the environmental field.

Health, dental and vision insurance

401k Plan

Paid vacation and holidays

All field personnel including the PM positions must be able to pass new hire drug screening, hazardous site operations physical and have a clean background that will allow access to government-controlled facilities.

Qualified applicants should email a cover letter and resume to jennifer@dntenvironmental.com for consideration.

DNT provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.