Job Title: Associate Project Manager

About Our Organization:

Join a team where your voice is heard, your opinions matter, and your ideas are valued. Founded in 1960, Mackin is a multi-disciplinary engineering and consulting firm. Our clients include both public and private sector clients throughout Pennsylvania, and in parts of Ohio, Maryland, and West Virginia. Our diverse team of professionals work closely with clients to realize and achieve their vision and objectives. We are passionate about our core values of Integrity, Quality, and Excellence, and we are committed to providing our clients with innovative solutions that address their needs and surpass their expectations.

Department: Community Planning
Reports To: Manager – Community Planning
Job Location: Pittsburgh, PA
Hours/Week: 40 (Full-time)
Salary Range: $44,150 - $66,250 USD/Year

Company Benefits

- Roth & Traditional 401(k)
  - All fees paid for by Mackin
- Immediate Vesting of Funds
- Company Paid Basic Life Insurance
- 8 Company Paid Holidays
- Company Match of 50% of 1st 5%, then 25% of next 10%
  - An equivalent 5% match when you contribute 15%
- Medical, Dental, & Vision Insurances
- Personal Paid Leave (i.e., Vacation & Sick Leave)
- Educational Assistance, Disability Insurances, and more

FLSA Status: Exempt Professional (Salary)
Prepared By: Director – Human Resources & Administration
Prepared/Revised: October 20, 2020
Approved By: Vice President – Strategic Planning
Approved Date: October 20, 2020
Position Summary

This position is responsible for performing complex planning and land use work activities, managing portions of planning projects, providing planning support to other departments, and assisting with marketing activities. Additionally, the APM will provide necessary support to the Project Manager and Department Manager – taking direct lead over various project aspects and work to help implement project goals, as directed.

Essential Duties & Responsibilities

Essential Duties

- Prepare/lead a variety of planning projects, including but not limited to comprehensive plans, zoning ordinances, subdivisions and land development ordinances, parks, recreation, and open space plans, trail feasibility studies, and housing studies
- Provide necessary support to the Project Manager and Department Manager
  - Manage or supervise various project aspects to ensure that the scope of services is met, and the project is completed within the agreed upon schedule and budget
  - Conduct research and create reports for clients, including developing the layout and design of final documents
  - Conduct site visits, as needed
  - Interact directly with clients, including attending project meetings
  - Manage subconsultants on an as needed basis
  - Coordinate with other departments that provide support services for planning projects
- Participate in public engagement activities
  - Facilitate meetings with municipal officials, project committees, and the general public
  - Communicate with clients, elected officials, project committee members, stakeholders, municipal services departments, etc.
  - Coordinate public engagement activities for other departments, including scheduling public meetings, coordinating with the media regarding advertisements, attending meetings, etc.
- Provide Geographic Information Systems (GIS) mapping for various projects
  - Develop maps and databases in ArcGIS to provide analytical support
  - Provide GIS support work to other departments

Non-Essential Duties

- Assist with planning support work for other departments
  - Attend meetings for other departments’ projects, write reports and designs, GIS mapping, site visits
- Participate in job fairs and career fairs to support marketing initiatives and talent requisition
- Participate in marketing initiatives to develop and maintain partnerships and business relationships
- Participate in professional and planning society conferences
- Contribute and serve on APA PA committee and/or subcommittee
- Participate in research and development opportunities and projects
  - Review scopes of work, schedule, and budgets
  - Work with the marketing department to design/format project proposals
  - Attend pre-proposal meetings and project interviews
- Support internal departments with planning services required to execute projects
- Advise management of new developments which may affect profit, schedule, costs, client relations, and/or inter-departmental relations
- Contribute to the overall success of Mackin by supporting internal departments, providing exemplary service to clients, and striving to meet on-going initiatives to grow and develop the company
- Duties, responsibilities, and activities may change or be assigned at any time with or without notice
Supervisory Responsibilities

Supervisory Responsibilities: N/A

System or Specialized Knowledge

To perform this job successfully, an individual should have knowledge of:

- ArcGIS – ArcMap 10.6.1 or current
- Adobe Creative Suite – InDesign, Publisher, Photoshop
- Deltek Ajera
- Microsoft Office – Word, Excel, Outlook, and Teams
- Computers, Printers, and Electronics

Preferred Qualifications

Preferred Qualifications:

Years of Experience: Minimum of 3+ years experience in the planning field or equivalent combination of education and experience (experience as a planning consultant is a plus)

Education: BA or BS Degree required

Degree or Formal Training: Planning or a related discipline

License, Certificate or Registration: AICP preferred but not required upon start date (must have the ability to obtain one within first two years)

Work Demands/Conditions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, taste, and/or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions

This position normally works first shift, however, may frequently require the ability and availability to work extra hours in the evenings or night shifts associated with the demands of our business. Travel will frequently be required.
Work Environment
The 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. The noise level in the work environment is usually moderate. While performing this job the employee is most commonly in an office environment setting.

Field Environment
As it will be very frequent, when the employee is located within a field environment setting, adherence to Mackin safety standards and/or agency safety standards is required.

Work Activities

- Interact with computers
- Make decisions and solve problems
- Update and use relevant knowledge
- Communicate with supervisors, peers, subordinates, and/or with individuals outside of Mackin employees
- Coordinate the work and activities of others (if applicable)
- Get and process information
- Organize, plan, and prioritize work
- Develop objectives and strategies
- Think creatively

Skills

Basic Skills
- Critical Thinking, Speaking, Active Listening, Reading Comprehension, Active Learning

Social/Problem Solving Skills
- Coordination, Persuasion, Social Perceptiveness, Problem Solving

Technical/System Skills
- Trouble shooting, Resource Management, Judgment and Decision Making

Desktop Computer Skills
- Databases, Internet, Navigation, Spreadsheets, Word Processing, Research

Equal Opportunity Employer

Mackin is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, Mackin complies with all applicable federal, state, and local laws. Valuing the contributions of a diverse workforce, Mackin is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, protected veteran status, gender identity, or any other characteristic protected by law.

Team Member’s Signature: ___________________________ Date: ______________

Manager’s Signature: ___________________________ Date: ______________

HR’s Signature: ___________________________ Date: ______________

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