

# **JOB DESCRIPTION**

**TITLE:** PROJECT & FACILITIES MANAGER

**REPORTS TO:** ECIDA Management Team

**SUMMARY:** Manage and coordinate projects undertaken by the Erie County IDA and Buffalo & Erie County Industrial Land Development Corporation (80%), oversee specific properties owned/managed by ECIDA (20%).

## **PRINCIPAL FUNCTIONAL RESPONSIBILITIES:**

- Prepare work scopes and solicitations for consultants, contractors, and other third-party work efforts.
- Coordinate infrastructure projects with Erie County, municipal public works departments, various state and federal agencies and other stakeholders.
- Manage consultant, contractor, and other third-party work in the areas of master planning, SEQRA and GEIS, architectural and environmental studies, urban planning, real estate market analysis, and civil and site construction work.
- Prepare appropriate documentation and presentations for approvals by management, governing committees and boards for development projects.
- Keep detailed records for audit and oversight functions.
- Research and identify opportunities for development projects consistent with the mission and goals of ECIDA and ILDC.
- Assist with the grant application process related to specific projects as needed.
- Manage requirements of funding contracts received by ECIDA and ILDC including bid and contract award, processing payment requests, change orders and reimbursement requests from various or grant funding programs.
- Oversight of properties to include coordination of property services (e.g. preventative maintenance) and recommendations for capital improvements/upgrades for office building leased to a third party. Maintain oversight of facility spending.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Education: Bachelor's Degree in Planning, Architecture, Engineering, Real Estate Development, Project Management Professional or related fields. Master's degree preferred.
- Experience: Minimum three years' experience in Project Management. Experience in Real Estate Development (including property due diligence & development), Planning and/or Economic Development (including project management & financial incentives) and general knowledge of construction project management activities or direct construction administration or resident engineer experience desirable.
- Candidates with an equivalent combination of relevant education and experience are encouraged to apply.

**SUPERVISORY RESPONSIBILITIES:** No employees will report to this title, but the Project Manager will be responsible for supervising “third party” contractor work efforts.

**KEY SKILLS AND CHARACTERISTICS:**

- Excellent project management skills
- Professional attitude
- Detail oriented
- Strong oral and written communication skills
- Proficiency in Microsoft Office Suite programs. Experience with Bluebeam Revu a plus.
- Ability to function independently with limited supervision
- Ability to work with senior level business executives and municipal leaders

EOE M/F/Disabled/Veterans, ECIDA is an equal opportunity employer committed to workforce diversity.

Interested parties should submit their resume to:

Mark Hayes  
Construction Trades Staffing, Inc.  
[mhayes@ct-staffing.com](mailto:mhayes@ct-staffing.com)  
716-204-7555