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| Job Title: | Project Manager – Jr Level | Job Code/ Req#: | 64308 |
| Department/Group: | TN EC | Position Type: | Contract |
| Duration : | 07/01/2025 - 06/30/2026 | Date Posted: | 04/25/2025 |
| Expenses Allowed | Yes | Posting Expires: | 05/23/2025 |
| **Location :** | Hybrid**Address** 500 James Robertson Pkwy Davy Crockett Tower Nashville, Tennessee 37243 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $45/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No**Hours/Day**7.5**Time Zone**CST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:00AM 4:30PM Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Description**The Facilities Management Division within the State of Tennessee Department of Environment and Conservation (TDEC) seeks a construction project manager to attend construction project meetings for assigned Tennessee State Parks capital projects and related work. **Job duties include:** * attend design and construction project meetings for assigned capital projects
* provide status updates to Facilities Management group as requested, and bring any concerns/issues to appropriate staff
* act as a liaison between Tennessee State Parks staff and the designer and contractor so that the park needs are heard

Project meetings may be virtual or on-site. Reimbursement for travel expenses will be provided. Based on location of selected candidate, TDEC will determine means of transportation (provided state vehicle, rental cars, mileage reimbursement for own car usage, etc.). Expected hourly commitment of 30-35 hours per week, with potential for overnight travel, but there is no guaranteed minimum hours per week, as it is dependent on project needs and related administrative time.Preferred candidates will have a minimum 3-5 years in a management or construction-related field and general knowledge of processes surrounding construction projects. Candidate expected to have a basic understanding of Microsoft suite, or at a minimum, familiarity with Microsoft Teams and Outlook.**Qualifications :**

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| **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** |
| Skills | Others | Construction | candidates will have a minimum 3-5 years in a management or construction-related field and general knowledge of processes surrounding construction projects. | Proficient (4-6 Years) | Yes |
| Software | Others | Adobe Acrobat |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Correspondence - Email |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Correspondence - General |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Customer Service |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Customer Service Skills |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Emailing |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Figures |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Inventory |  | Proficient (4-6 Years) | Yes |
| Software | Others | Microsoft Excel |  | Proficient (4-6 Years) | Yes |
| Software | Others | Microsoft PowerPoint |  | Proficient (4-6 Years) | Yes |
| Software | Others | Microsoft Word |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Proofreading/Editing |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Scheduling |  | Proficient (4-6 Years) | Yes |
| Skills | Others | Verbal Communication |  | Proficient (4-6 Years) | Yes |

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| **Reviewed By:** | Swathi G | **Date:** | 04/25/2025 |
| **Approved By:** | Ram S | **Date:** | 04/25/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 04/25/2025 |