



## **Job Description – PROJECT MANAGER II**

**Job Site Services, Inc. – Bay City and Grand Rapids Areas**

**Previous Environmental Construction experience is a plus.**

The **Project Manager II** position has a two-fold responsibility – Office Duties and Field Duties. In this role, the Project Manager II will be working in an office environment and a field environment, as dictated by project needs. Each location has a specific set of duties and responsibilities as outlined below:

Office duties may include supporting project managers, project management, estimating, establishing and monitoring assigned project budgets and schedules, project quality assurance/control, communications with field staff, and contributing to company profitability. Work will be performed in the JSS office and at project sites. Working hours will be determined by assignment requirements although it is expected that you are in the office 7:30 AM to 5:00 PM. Overtime and weekend work is required, when needed to complete tasks. Work performed at client job sites will require travel and out of town overnight stays.

Field duties for assigned projects may include site management, client interactions, labor tasks, personnel management, quality assurance/control, site health & safety, and project documentation. In this role you will be required to perform labor tasks for construction site work; however, initially you will be required to perform labor tasks for construction site work at the direction of a senior site Project Supervisor.

## **Qualifications**

The following are the minimum requirements for the Project Manager II position:

Bachelor of Science Degree in Environmental Science, Civil Engineering, Geology or Related Discipline and/or  
Five (5) Years of Environmental or Civil Site Experience  
40 Hour HAZWOPER Training  
First Aid and CPR Training

## **Overview of Company**

Founded in 1999, **Job Site Services, Inc.** is a diversified Environmental Contractor providing services to the Retail Petroleum, Pipeline/Terminal, Chemical, Automotive, Environmental, Energy, Waste, Government/Military, Commercial Building, and Industrial Manufacturing industries. **Job Site Services** has offices in the Bay City and Grand Rapids, Michigan area and provides services throughout Michigan, the Mid-West, and beyond.

Our “Core Services” include:

Site Remediation  
Remediation System Construction  
Drilling  
Operation & Maintenance  
Major Excavation & Transportation  
Landfill Services  
Storage Tank (UST/AST) Services

Interested, qualified candidates please submit resume to [careers@jssmi.com](mailto:careers@jssmi.com).

**Job Site Services Inc.** is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

**Job Site Services, Inc.** participates in the E-Verify Employment Verification Program