



Real Estate Project Manager

Reports to: AVP Real Estate

Job Overview: The Real Estate Project Manager will work with members of the Real Estate Team to handle day-to-day responsibilities relating to the Real Estate Inspectors, as well as, fulfilling Real Estate Inspector and Real Estate Safety Coordinator duties when applicable.

Responsibilities and Duties:

- Initial real estate point of contact for outside contractors, utility companies, state construction projects.
- Reviews real estate entry procedures for project compliance to RBMN entry specifications.
- Maintains project files for each project.
- Working with RBMN contracted engineers, reviews and understands project plans for compliance to RBMN specifications.
- Monitors ongoing public projects for compliance with approved plans and RBMN specifications.
- Provides, for state construction projects, applicable state forms and forced account estimates for RBMN project cost estimations.
- Coordinate with state districts for Section 130 monies.
- Coordinate with Real Estate office and PUC (PA Public Utility Commission) on RBMN applications, RBMN complaints, and utility company projects.
- Assists with the hiring of new real estate inspectors.
- Be trained and get qualified as a real estate inspector.
- Backup for Safety Coordinator as needed.
- Other duties as assigned.

Qualifications

- Project management experience and/or construction industry preferred.
- Good listening and comprehension skills.
- Willingness to learn new skill sets.
- Can work successfully with a team; as well as working independently.
- Can manage a team of inspectors and assist management in mediation of scheduling and personnel conflicts.
- Effective time management and organizational skills.
- Effective verbal and written communication skills.
- Effective computer skills.
- Must be at least 18 years of age or older.
- Finger dexterity, manage multiple tasks/projects, close attention to detail and adapt to a fast pace and ever-changing work environment.
- Valid Driver's License.
- Operational vehicle to commute to/from work.
- Positive attitude.
- Ability to pass an FRA-mandated background check, pre-employment screening and ongoing random drug screens.
- Ability to work in various locations on various shifts from day-to-day.
- Ability to lift up to 75lbs.
- Ability to work around loud equipment and tolerate environments that contain dust, chemicals, dirt, grease, etc.
- Ability to sit, stand and/or kneel for long periods of time.

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