



Professional Engineer/Sr. Project Manager/Team Lead

OBJECTIVE:

- Develop client relationships and enhance company's culture of professional conduct in daily operations
- Ensure quality designs are produced and delivered on schedule and within budget
- Develop business, increase profitability and market share in accordance with company objectives
- Supervises multiple "mini-teams" of engineers and other staff

Responsibilities and Duties

Project Management

- Set project and personnel goals, establish objectives, and monitor plans of action
- Prepare and manage the project budgets and maintain the operations within that budget
- Prepare proposals and other communication with clients as required.
- Manage the labor resources on projects within a context of fairness, respect for the individual, and the understanding that our employees are our most important assets.
- Exercise good judgment in all dealings with employees, customers, and suppliers, and particularly, in delegation of authority. Conduct oneself to clients and staff in an ethical manner.
- Create an atmosphere of professional enthusiasm that encourages and enhances our company vision.
- Capable of retaining client relationships through quality and timeliness.
- Review and redline plans for entire team and other teams when so requested

Technical Skills:

- Maintain or pursue professional registrations and other appropriate licenses through ongoing technical training.
- Manage and nurture technical competency of employees and stay current on advances in technical areas.
- Apply computer skills and knowledge to manage projects and communicate with company personnel.
- Maintain and develop technical design skills necessary to complete projects in an effective and timely manner.
- Keep updated on municipality regulation changes and technical procedures.

NECESSARY QUALIFICATIONS

- 4-Year Bachelor's Degree from an Accredited Civil Engineering Institution
- Licensed Professional Engineer
- Minimum 8 years of experience in site development civil engineering
- Basic user of Auto Civil 3D.

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