



PROJECT MANAGER

Job Summary

The Project Manager directs and manages project development from beginning to end. They define the project scope, budget, schedule, and review and/or supervise all technical aspects of work. The Project Manager is responsible for quality control and is the primary client contact. They also serve as a resource and mentor other engineers and report directly to the Principal-In-Charge.

The Ideal Candidate Would Have:

- California PE Registration.
- 8+ years' experience in design and management of land development and/or public works projects from inception to completion, including quality, budget, and costs.
- Strong proficiency and working knowledge of AutoCAD Civil 3D.
- Experience in all types of land development.
- Experience in developing work with existing and new clients.
- The capability to oversee and mentor other engineers.
- Multi-tasking capabilities.
- Good organizational skills.
- Excellent verbal and written communication abilities.
- Self-motivated.
- Strong, team-oriented work ethic.

What you'll Do:

- Serve as a manager for projects and represent the firm to clients.
- Manage effective client communication and relationship development while meeting with and serving new clients.
- Meet with clients, municipal officials, contractors, the public, and other related agents to review project needs and coordinate work.
- Prepare project proposals from estimated project scope, schedule, and fees.
- Oversee and prepare plans, designs, specifications, and contract documents.
- Manage and supervise engineering and technical staff to ensure that project deadlines and needs are being met timely and effectively.
- Manage project budget, schedule, and deliverables in accordance to established QA/QC.
- Mentor, train, and oversee other engineering staff.
- Prepare alternative analyses, due diligence, and feasibility reports.
- Write and present plans and reports to clients, teammates, and agencies.

Application Process:

Please upload your resume and cover letter here and we will be in touch shortly. Thank you!