



Perform complex professional engineering work in the research, planning, design and construction of multiple projects; coordinating the work of professional and technical staff. Provide civil engineering services and management for client projects in a timely, accurate, and cost effective manner. Prepare clear, concise and comprehensive designs, drawings, reports, correspondence, technical documents and other written materials. Make persuasive oral presentations of ideas and recommendations; exercise sound, independent judgment and initiative within established guidelines. Establish and maintain effective working relationships with all levels of management, team members, developers, contractors, agency representatives, the public and other entities encountered in the course of work. This position requires the flexibility to best serve the needs of the company and will perform other duties as assigned.

### **Key Responsibilities**

- Successful management of multiple employees and projects
- Determine project specifications by studying site specs, regulations and preparing cost estimates to ensure clients desired outcome
- Determine project schedule; calculating time requirements; sequencing project elements
- Determine project responsibilities by identifying project phases and elements; assigning personnel and reviewing bids from contractors
- Attend meetings and make presentations
- Create and execute project work plans and making revisions as appropriate to meet changing needs and requirements
- Manage day-to-day operational aspects of project and scope, monitoring project progress, coordinating activities, resolving issues, and recommending actions
- Review deliverables prepared by team prior to presentation to client, government entities, etc.
- Effectively apply the company's methodology and project standards
- Ensure internal project documents are complete, current, and accessible
- Participate in marketing activities as determined by the company
- Manage project budgets ensuring effective utilization of team and resources
- Ensure timely and accurate time entry for invoicing, and monitor AR for assigned projects

### **Qualification Requirements:**

- Minimum qualifications include:
  - Bachelor of Science in Civil Engineering
  - Land development (residential, commercial, and/or industrial) design, project management experience in a Civil Engineering/Land Development firm
  - Active PE Certification, registered in the State of North Carolina or ability to obtain within 6 months
- Must understand, interpret, explain, and apply complex rules, regulations, laws and ordinances
- Ability to prioritize tasks in a fast paced work environment and shift priorities as needed in order effectively manage pipeline
- Ability to independently manage multiple employees and projects concurrently
- Excellent communication skills both written and oral are required to interact with clients, municipal, county and state entities and other relevant stakeholders in order to develop project scopes and troubleshoot issues
- Experience in the RFP process, including the ability to write formal proposals pertaining to associated scopes, and prepare project budgets
- Proven history of effective client management
- Must possess a valid Driver's License and acceptable driving record