

Civil Engineering Development Specialist

About Us

Civil Design Concepts is an Employee-Owned value-add Engineering firm offering a full array of land planning and consulting services to public and private clients in Western North Carolina, Eastern Tennessee, and Upstate South Carolina. We are looking for a new employee owner to join our rapidly growing company and fill the role of Civil Engineering Development Specialist.

The Perks

We recognize that compensation, benefits, and paid time off can help our employees maintain a healthy work/life balance. CDC is proud to offer flexibility in schedules, competitive salary, bonuses, health, dental and vision insurance, disability and group term life insurance, and a safe harbor 401(k) match. While we work hard, we also play hard, join us for quarterly social events, food truck Tuesdays, and Employee Ownership Week just to name a few. We also encourage our employee's professional development by paying for license renewals and professional fees or memberships, along with providing tuition assistance.

About the Position

As a Civil Engineering Development Specialist, we hope to leverage your experience and knowledge in engineering and land planning to help us bring a unique development consulting service to our clients. If you have the knowledge and experience on how to get projects completed but a desire to help create projects from the start, our firm is looking for you.

The Civil Engineering Development Specialist will be responsible and accountable for overall success of the assigned projects. This includes the financial performance of the project budget, the project scheduling and meeting deadlines, managing client needs and expectations, coordination with permitting agencies and other important stakeholders, the production of all elements of the civil design and project deliverables, the overall QA/QC process of the civil design plans, specifications, and supporting documentation for the project and responsible for compiling and managing the appropriate resources to deliver the project to the client. As a prerequisite to obtaining this position, an individual has demonstrated proficiency in civil engineering design, project management, leadership amongst fellow co-workers, and has developed outstanding client contact skills.

The Civil Engineering Development Specialist will be expected to foster the mentorship of other Junior Engineers and Civil Designers and demonstrate a strong sense of leadership amongst peers both internally to CDC and externally to public. This position will continue to seek mentorship from Principals and Client Managers to strengthen project, employee, and client management skill sets. The Civil Engineering Development Specialist will continue growing in their role while focusing to further develop skill sets in specific areas of managing projects, employees, and clients.



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Key Responsibilities

- Daily communication with clients and staff
- Successful management of multiple employees and projects
- Determine project schedule; calculating time requirements; sequencing project elements
- Determine project responsibilities by identifying project phases and elements, assigning personnel
- 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 comments, 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, along with applying sound engineering and code requirements
- Ensure internal project documents are complete, current, and accessible
- Participate in marketing activities as determined by the company
- Assist in managing project budgets ensuring effective utilization of team and resources
- Ensure timely and accurate time entry for invoicing, and monitor AR for assigned projects
- Determine project specifications by studying site specs, regulations and preparing cost estimates to ensure clients desired outcome

Qualification Requirements:

- Proven history of effective client management
- Minimum qualifications include:
 - Bachelor of Science in Civil Engineering or Landscape Planning
 - 3-6 years of Land development (residential, commercial, and/or industrial) design and project management experience in a Land Development firm
 - Active 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 to develop project scopes and troubleshoot issues
- Must possess a valid Driver's License and acceptable driving record