



JOB DESCRIPTION – ENGINEERING PROJECT MANAGER

- Oversees all engineering operations including budgeting, scheduling, directing subordinates, prioritizing multiple projects and deadlines, and communication with management staff
- Coordinates, prioritizes, and distributes workload within the engineering department to ensure the efficient, cost effective utilization of staff to meet deadlines
- Understands project's scope of work and communicates this scope to support staff
- Monitors and maintains project budgets & productivity
- Advises and assists engineers and staff with company policy, process, and methods
- Demonstrates creativity, foresight, and mature engineering judgment in anticipating and solving problems
- Oversees the preparation of improvement plans, specifications, supporting documents, and permit applications for subdivisions, commercial developments, multi-family developments and public works projects in both the public and private sector
- Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria for the production of construction documentation for land development projects
- Oversees and Designs grading, drainage, paving, sewer, water, street lighting, road alignment, geometrics, shed maps, and erosion control plans
- Works closely with CAD Supervisor, Project Managers, Engineers and Surveyors to obtain project information and ensure drawings are accurate and complete
- Understands project research and verifies utility connection information and determines if additional field information is required for design
- Coordinates with Surveying Department to obtain required information
- Identifies long lead items or project critical requirements (i.e. Right-of-Entry, off-site easements, sub consultant studies, and other agency permits)
- Provides clear concise redline sketches for grading and street sections, utility hardware details, and other site improvement details
- Directs work of Drafters and Technicians by providing, plans, specifications, as well as, written and verbal instructions
- Oversees and Performs civil design calculations (i.e. cost estimates, drainage, sewer studies, voltage drop, and pressure drop calculations)
- Researches code issues and works with City, State and County officials. Understands jurisdictional standards, policies, and local design procedural manuals and knows where to find them or how to get them
- Reviews drawings supplied by vendors, clients, engineers, and architects and recommends necessary changes
- Resolves a variety of complex problems (i.e. conflicting design requirements and difficult coordination requirements)
- Reviews all work for completeness and accuracy before submitting to agencies
- Uses Burrell checklist to ensure quality and completeness
- Stamps and signs improvement plans and reports
- Attends “kick-off” and design review meetings, and interacts with clients



ENGINEERING PROJECT MANAGER

- Coordinates with other engineers, technicians, and administrative assistants during preliminary and final plan preparation and submittal
- Takes and drops off plans to clients and government authorities for final signatures as required
- Drafts written communication to clients and public agencies (i.e. transmittal & response memos)
- Serves as a liaison between clients and agencies, subcontractors, and design team
- Maintains positive client relationships
- Takes an increasingly responsible role in the management of projects.