



## SITE/CIVIL DESIGN DEPARTMENT MANAGER

### Job Purpose

The Site/Civil Design Manager will plan and direct project management activities within the Site/Civil Department of the organization. The Site/Civil Manager will ensure all initiatives and processes are in conformance with the organization's established policies and objectives.

The ideal candidate is an individual who is highly proactive and a strong communicator. The candidate has experience in leading, managing and performing civil engineering design including areas such as site/land development, stormwater management, and hydraulics design.

### Duties and Responsibilities

- Provides project management including planning, developing, implementing, managing, and evaluating design projects to ensure objectives are met.
- Oversee expenses and budgeting within the department to help the organization optimize costs and benefits.
- Oversees and participates in the preparation of design drawings in accordance with various federal, state, and municipal standards governing the design of roadway engineering projects.
- Communicate directly with clients to ensure projects meet and exceeds clients' expectations.
- Provides design guidance to production design staff and QA/QC.
- Train, mentor and grow junior engineers in site civil design.
- Prepares design drawings using AutoCAD/Civil3D and/or similar type software
- Involved with project administrative activities including proposal preparation, monthly billing, billing projections, etc.
- Mentor and motivate teams to achieve productivity and engagement.
- Maintain client satisfaction/confidentiality
- Assists with project pursuits in providing technical expertise on proposals and marketing meetings
- Ensure all projects in the Site/Civil Department are managed on time and within budget.
- Responsible for managing that departmental core processes are documented and followed by all.

### Qualifications & Skills

- Bachelor's Degree in Civil Engineering from an accredited university.
- PE required.
- 7 – 10 years of experience in Civil Engineering.
- Experience working with private and public sector clients is preferred.
- Experience in Civil Design preferred
- Strong oral and written communication skills required.

### Additional Details

Reports to: Director of Operations

Utilization Goal: 75%