



**POSITION DESCRIPTION:  
SENIOR PROJECT MANAGER**

**POSITION PURPOSE**

Working in cooperation with others throughout the company, the project manager is accountable for successfully coordinating integrated delivery of complex client projects. Success is measured by achieving results, based on defined standards, in the following areas:

- Client satisfaction: the quality of clients' experience from pre-proposal through project completion
- On-time product delivery, including meeting or exceeding agreed-upon project schedules
- Project team satisfaction; the quality and timeliness of direction, communication and feedback related to the client and project, as well as other leadership activities
- The quality of all work products
- Project profitability in relation to budgeted expectations

**WHAT YOU'LL DO**

ESSENTIAL TASKS AND RESPONSIBILITIES

- Lead efforts in formulating project proposals
- Define and monitor project scope, schedule and budget, including implementing relevant, trend-based measurements to reflect the state of project activities and achievement of clients' expectations
- Maintain continuous communication on project status with clients and all relevant internal and external parties
- Anticipate client, business, and community issues and influence managerial and team attention to them
- Monitor project performance and correct performance gaps
- Build organizational relationships; understand the roles and interrelationships of all partners; foster teamwork within and across departments; and cultivate a strong, diverse network or relationships inside and outside the firm
- Identify opportunities among project team members for improving performance, including external and internal business relationships, and provide coaching and feedback to help develop and improve skills to achieve the highest standards of communication and performance
- Visits construction site to monitor progress and other duties per the contract documents.
- Serves as on-site project representative
- Prepares applications for funding, permits, and other planning documents
- Responsible for monitoring completion of QA/QC forms for all deliverables and coordinates the schedule with other QA/QC reviewers at various points throughout project development
- Reviews projects list and planned hours for all his/her projects weekly and discuss with other team members, Project Managers, and/or Team/Group Leaders to ensure accuracy of the assigned hours and completion of planned work
- Leads business development efforts necessary to create and maintain a pipeline of backlog and opportunities for future work through established and new client relationships
- Mentors junior staff on all aspects of project management and client relations, as well as trains staff in fundamentals of project management
- Additional duties in order to maximize success the client, and/or QK



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**WHO WE NEED**

**ESSENTIAL SKILLS AND ABILITIES**

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Proficient with AutoCAD, other CAD programs, Deltek and Microsoft Office suite
- Ability to work well with others (as a team member) and alone
- Ability to handle pressures related to internal and external project and proposal delivery schedule
- Ability to lead, supervise, and mentor others on a team or within a department when in a leadership capacity
- Visual acuity and ability to communicate well, in writing and verbally, with other staff, clients, and agencies to accomplish team goals.
- Ability to sit or stand for long periods and walk on uneven surfaces to conduct site visits
- A current driver's license and good driving record may be required if employee will be making field visits and/or meeting with clients outside the company's office

**PREFERRED SKILLS AND ABILITIES**

- Desire to be helpful to internal and external clients
- Ability to create strong relationships in a mentoring capacity
- Proven ability to successfully work against a deadline and within constrained budgets
- Strong critical thinking skills that allow for quick problem solving and innovative solutions
- Proven ability to motivate others
- Ability to teach junior staff both agency and company standards
- Demonstrated ability to provide constructive feedback in a positive and productive manner
- Proven ability to communicate complex technical ideas and concepts to non-technical people effectively
- Continuing knowledge of advances in the civil engineering as well as changes in geographical markets, and local laws and regulations

**EDUCATION**

- Bachelor's degree from an accredited four-year college or university and minimum of eight (8) years' post-graduate experience or the equivalent thereof.
- License or registration as Professional Engineer, Professional Land Surveyor, in the State of California

**EXPERIENCE**

- Minimum of seven (7) years' experience as Senior Associate Engineer (ten (10) years' experience post-PE) or the equivalent thereof



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- Extensive experience in teaching, training, motivating and/or leading other engineering staff
- Minimum of three (3) years' experience in marketing, proposal writing and/or other related business development tasks preferred

**ORGANIZATIONAL RELATIONSHIPS**

The Senior Engineer takes a lead on projects and will have to develop relationships with staff in various disciplines in order to achieve the end goal of delivering a quality product. The Senior Engineer reports to an assigned Group Leader or Branch Manager. Senior Engineers are expected work with all engineering staff throughout the entire company and develop strong working relationships with Group and/or Technical Leaders throughout the company in order to meet our "One Company" vision. Those holding this position are also expected to provide mentorship to junior staff and insight to the Senior Management Team and Branch Managers.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: