



## Project Manager

Reports to: Managing Director

Status: Exempt

### General Description of Position:

Has a Bachelor of Science Degree in Civil or Architectural Engineering (structures option), and may have a Masters Degree in Structural Engineering or Engineering Management. Currently is registered in one or more states. Has 5+ years' experience with increasing responsibility in the design of building structures. Has a general understanding and experience in most structural systems and materials. Is thoroughly familiar with state-of-the-art structural analysis and design methods. Maintains professional competence through continuing education and self-teaching. Is active in professional, civic, or other organizations which will enhance professional growth, contribute to the profession, and promote the business development interests of the firm.

Has demonstrated proficiency in project management including financial performance and client satisfaction. Is responsible for the overall supervision of projects which are assigned to them. Assures that the project conforms to the commitments the firm has made to the client, and that the project is completed within the allocated period of time and within the monetary budget that has been assigned. The Project Manager is generally responsible for several concurrent projects and the supervision of staff assigned to that project.

### Typical Duties:

The following duties are typical of the position but are not all encompassing. Each person is expected to help in whatever duties are required to deliver quality products on schedule.

- Is active in Business Development for the firm
- Receives project assignments from the office Workload Manager
- Prepares proposals for new projects to be reviewed by Managing Director
- Participates in presentation to clients and in project coordination meetings.
- Calculates costs and time schedules for proposed work
- Participates in selecting the Project Team

- Assigns duties and schedules to team members, and is responsible for maintaining schedule and quality
- Answers questions and gives daily guidance to team
- Checks all engineering and drafting for accuracy, using the Company Operations Manual as a guide
- Frequently contacts the client to manage client's expectations
- Recognizes problems quickly and seeks advice from others when needed
- Acts as a technical advisor and helps develop technical competence of project team members
- Is responsible for ensuring that written communication to clients is adequate, timely and appropriate.
- Monitors work of sub-consultants, if applicable
- Makes recommendations to clients for design changes to improve economy, quality, and constructability of projects
- Monitors project scope and budget and performs monthly billing reviews
- Meets or exceeds monthly billing goals
- Maintains primary responsibility for projects through the Construction Administration Phase, including shop drawing reviews, monitoring of Special Inspections, responses to RFI's etc.
- Manages the Accounts Receivable for their projects and contacts clients regarding the status of outstanding invoices.
- Maintains liaison with the client after project completion and promotes follow-on business opportunities
- Performs independent quality control checks on projects of Project Engineers and other Project Managers
- Serves as the Professional Engineer responsible for Special Inspections on projects
- Actively participates in the office and company social events and encourages others to do the same
- Contributes to the overall collaborative spirit of the firm

**Limits of Authority:**

May not change the scope of work or deviate from any other part of the contractual document without proper documentation and approval from the client. Within the Project Team, has the obligation to assign work, to establish schedules, to instruct team members, and when necessary, to evaluate their efforts. Participates in, or provides input for, the performance reviews of Project Team members. In the event of a conflict with another Project Manager over obtaining the services of an employee who is assigned to both project teams, the Project Managers will consult with the Workload Managers responsible for the affected projects

**Relationship to Others:**

The Project Manager must coordinate and supervise the work of all others on the Project Team. Also, a major and significant part of the duties of the Project Manager is to maintain a satisfactory client relationship. The Project Manager must

be able to relate to clients in a mature, thoughtful, professional, and pleasant manner. The development of technical skills of subordinates is also a part of the position, and this requires empathy, patience, understanding and a genuine interest in the technical betterment of those in the firm.

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