



Whitney, Bailey, Cox & Magnani, LLC is excited to announce we are actively searching for an experienced Project Manager (Civil Engineering- Site & Utilities) to join our award-winning team.

A little about us:

WBCM is a full service, multidisciplinary engineering, and construction firm with offices throughout the Mid-Atlantic region. Our over 220 employees provide us with exceptional capabilities and reach; our industry experts include professionally licensed engineers, architects, landscape architects, surveyors, and LEED specialists - all of whom remain laser-focused on our client's needs. Our focus on the client is further enhanced by incorporating diversity, innovation, value, and excellence into everything we touch.

This position is full time, regular, exempt level, and works (in-person) in our Reston, VA office. Work hours are 7:30 AM – 4:30 PM, Monday through Friday. Additional hours may be required to accomplish the organizational and departmental mission.

This position supports the department needs and WBCM Mission by:

Project Managers will direct a technical staff comprised of Engineers, Landscape Architects, Planners, Designers, and CADD Technicians generally of lesser qualifications.

Project Managers are the Firm's primary point of contract with Clients. Project Managers are expected to conduct business in a professional and dignified manner. Good Client relations are of the utmost importance in being successful in the professional services industry.

Project Managers will successfully manage the planning, design, and construction related activities for small and large engineering assignments. Factors that will be considered will include:

- Manage and grow a civil engineering department in the Washington DC metropolitan area – focused primarily on Northern Virginia.
- Lead, motivate, and train staff.
- Plan and organize and effectively utilize people, resources, and materials.
- Make decisions.
- Schedule multiple and complex operations to meet schedules.
- Delegate while overseeing the process..
- Excellent communication skills, both verbally and written.
- Anticipate conflicts/issues.
- Complete projects within the budget, while satisfying Client's expectations.

CONTRACTUAL DUTIES:

- Assist with preparation of Technical and Price Proposal and negotiations as needed.
- Knowledgeable of Contract Terms and Conditions and Scope of Services for projects.
- Identify work that is beyond the required Scope of Services and prepare Change Order Requests before expanding man-hours.
- Monitor budget to ensure it is used appropriately for progress during the course of the project.
- Develop Progress Reports and review invoices for completeness and accuracy.

TECHNICAL DUTIES:

- Have a thorough understanding and knowledge of Client's design procedures, polices, specifications, etc. and ensure that they are translated to the Contract Documents.
- Attend meetings and coordinate design with Client's Project Manager while maintaining good Client relations.

- Responsible for preparing work plans, manpower requirements and anticipating manpower and technical project requirements.
- Lead and mentor staff. Continuously monitoring staff's work to insure progress of acceptable design practices.
- Monitoring work of Sub-Consultants to ensure completion of work on time and within budget, including technical review of their work. Also, coordinates work between other disciplines within the firm that are working on the design assignment.
- Prepare written documentation of all Client communications in a timely manner.
- Coordinate short- and long-term staff needs.
- Review Plans, Specifications, and Estimates at various milestones to insure completeness and accuracy of work. Provide technical design direction throughout the project life cycle.
- Sign and Seal Contract Documents.

The qualifications/skills you will bring to WBCM:

- Project Managers must be Registered Engineers or Landscape Architects in the Commonwealth of Virginia with a minimum of six to ten years of experience in site design and preparation of Contract Documents.
- Project Managers are expected to be knowledgeable and proficient in all aspects of preparing plans and specifications.
- A minimum of a B.S. in Engineering or Landscape Architecture or experience equivalents as defined by P.E./R.L.A. eligibility requirements.
- Occasional overtime required.

Our reward to you:

- An opportunity to work alongside the brightest minds in the industry who are working on world changing projects;
- An exceptional overall compensation package including a competitive salary, a low-cost medical, dental, vision and prescription plan, flexible spending and health savings accounts, a generous 401k match, company paid life insurance, identity theft protection, employee assistance program, and membership in professional organizations;
- Generous Paid Time Off and Holidays;
- Tuition reimbursement and support for your professional development needs;
- A newly renovated, modern, and spacious office environment (you will love the amenities!);
- All the latest technology to make your life easier... right at your fingertips;

As a condition of employment, newly hired employees must abide by all Federal, State, and Local requirements regarding protection from COVID-19 spread; such requirements may include, but are not limited to, vaccination, periodic testing, and/or masking.

This opportunity may be accessed via our webpage at www.wbcm.com dropdown menu "Join Our Team" click on "Careers"

WBCM ensures nondiscrimination and equal employment opportunity in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. WBCM maintains a drug free workplace.