

# Project Manager



The Project Manager is charged with managing the workflow of a project to ensure that all project management tasks are identified and problem-solved to keep company projects on time and on budget. This position requires strong design and management experience, keen knowledge of the overall engineering industry, and the ability to manage projects from start to finish.

**Reports to:** Director of Engineering

**Location:** Charlotte, NC

**Classification:** Regular, full-time (40 hrs/wk), exempt salaried

**Work Environment:** Hybrid (3 days/wk in company office and 2 days/wk remote from home). Occasional job site visits or meetings in the community.

## **Job Duties:**

1. Manage project workflow from inception to delivery
2. Delegate project tasks as appropriate and ensure full execution
3. Effectively manage project permitting
4. Review and accelerate schedules as able
5. Sign/seal projects (if licensed)
6. Manage project budgets
7. Facilitate rezonings, annexations, land development construction documents, and land development permitting with all required agencies
8. Ensure all plans and reports are accurate and precise and ready for submittal
9. Review and predict potential project obstacles and seek active methods to stay out in front of those potential issues with urgency to ensure project success.
10. Lead, manage, supervise, and mentor employees
11. Develop and refine organizational processes and engineering processes as it relates to building and maintaining a high performing engineering company
12. Perform independent design tasks
13. Prepare construction documents and all associated calculations, permit documents, reports and other associated project deliverables
14. Follow NCBELS governing rules and regulations and assist K2 Engineering NC, PLLC with staying in compliance with those rules
15. Plan workload for multiple projects at the same time
16. Review (QA/QC) others' work and work with non-licensed and licensed employees to revise plans as needed to meet quality expectations and schedule milestones
17. Apply project management techniques to manage schedules and budgets for all projects
18. Effectively communicate with and manage clients and sub consultants
19. Performing stormwater BMP design calcs and sizing all permanent and temporary ponds
20. Manage project critical paths and scheduling for multiple projects
21. Organize and manage details for multiple projects concurrently and assign tasks to others accordingly
22. Assist in the development of scopes and fees, and budget management
23. Exercise initiative, judgment, and knowledge as required in areas of responsibility
24. Perform assignments that are not completely standardized or prescribed
25. Prepare and review working drawings, details, layouts, surveys, estimates, and work products
26. Coordinate with the work of others who assist in specific assignments
27. Interact with clients and travel to client sites as required
28. Other duties as assigned

## **Job Specifications:**

### Knowledge, Skills, and Abilities:

- Self-motivated and driven by success
- Understand all project workflows, tasks, and potential roadblocks for residential and commercial land development projects
- Well documented experience in successfully managing land development projects from start to finish
- Capable of coordinating and developing/maintaining relationships with clients, municipal staff, and other stakeholders
- Vast knowledge of land development design experience
- Capable of completing engineering calculations and requirements for a complete set of construction documents
- Capable of working independently to prepare, submit, and permit land development projects
- Ability to work on multiple complex land development projects
- Understand project closeout
- Knowledgeable of all phases of a project from due diligence to construction
- Work well with others including clients, reviewers, and all other stakeholders
- Familiar with the rezoning process and rezoning site plan creation
- Familiar with land development permitting requirements for all different state and local municipalities
- Familiar with USACE and State 401/404 permitting requirements
- Familiar with home building best practices as it relates to land development (not vertical construction)
- Strong understanding of technical services, and ability to deliver quality services and deliverables
- Savvy in IT requirements and set up
- Good problem-solving capabilities
- Experience in hiring and interviewing others

### Preferred Qualifications & Experience:

- Bachelor's Degree in Civil Engineering or Engineering Technology from an A.B.E.T. accredited school and 4 years of land development project management experience
- Professional Engineering (PE) license in the state of North Carolina (or the ability to immediately obtain)
- Land Development design experience on residential and commercial developments
- Very proficient using AutoCAD Civil 3D and other engineering software

## **Physical Requirements**

- The job requires the ability to sit for extended periods at a computer workstation. At times a site visit will be required so traversing safely on job sites is required.
- Occasional travel to client facilities and project sites requires the ability to climb ladders, inspect, and be physically mobile in and around client construction sites.
- The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Note:**

***K2 Engineering NC, PLLC is an at-will employer. Neither this job description, nor any other company document, confers any contractual right, either express or implied, to remain an employee. Nor does it guarantee any fixed terms and conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the owner(s), or employees may resign for any reason at any time.***