

**JOB DESCRIPTION**

**Project Manager II**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**General Summary**

Project Manager II shall be a registered engineer in the state of Alabama, have 9-12 years relevant experience and 3-5 years of successful project management experience in site development and engineering. This person will be responsible for providing strong technical design and engineering leadership, communicating effectively, managing a team of design professionals to successfully prepare complete projects, mentoring and overseeing the development of assigned personnel, developing and strengthening relationships with new and existing clients, and securing new work for the company.

**Reports to:**

Principal or Senior Project Manager

Minimum Job Requirements	Relevant Experience	Management Experience	Ability to Manage		
			Employees	Clients	Projects
B.S. Civil Engineering or related field, P.E. required, or Extraordinary experience	9 - 12 yrs	3 yrs	team	1+	many

Possession of a valid driver's license.

**Professionalism**

- Displays integrity and honesty in all dealings
- Displays initiative, self motivation and a good work ethic
- Is a team player and recognizes the value of teamwork
- Always presents a professional and appropriate appearance
- Recognizes the value of preparation and persistence

Skills and Essential Duties	Developing	Adequate	Good	Strong	Very Strong
Computer Software and Systems			★		

- Core software and systems used include Microstation, Microsoft Word, Excel, Outlook, Deltek Vision

Engineering and Design				★	
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- Coordinates research and gathering of information, reports, plans, specifications, municipality requirements, archives etc.
- Reviews conceptual plans and provides conceptual solutions on projects
- Oversees the development exhibits, drawings, and schematic designs
- Oversees engineering designs and resolves conflicts and problems for moderately complex projects and issues
- Oversees Preparation of final construction documents and engineering reports
- Coordinates obtaining permits and approvals for projects
- Performs site visits for construction observation

Communication and Relationships				★	
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- Responds in a timely manner to requests from both internal and external customers
- Communicates and responds to clients, contractors, review authorities, etc. on project related issues
- Coordinates project related meetings with clients, contractors, review authorities, etc.
- Represents projects and clients at public hearings
- Develops and maintains relationships with clients, contractors, and review authorities

Project Management				★	
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- Manages medium/large, moderately complex projects or portions of projects from initiation to closeout to satisfy company objectives for profitability, client satisfaction, and technical excellence
- Monitors and reports on project activities, costs, performance, etc as required
- Review and approve invoices monthly

Leadership and Employee Development				★	
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- Mentor and oversee development of assigned team
- Conducts performance evaluations with assigned staff and assist assigned staff with performance evaluations for their assigned staff
- Documents employee problems and issues immediately and works w/employee to resolve them
- Assists with employment interview process, and represents company at employment recruiting functions
- Assists with compensation recommendations and adjustments for assigned teams and recommends employees for spot bonuses

Business Development			★		
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- Assist with general company marketing activities as requested
- Develop and strengthen relationships with existing and new clients outside of specific project related activities
- Develop avenues to generate new client relationships and project leads
- Coordinate and prepare proposals for new work, proper job initiation in financial system, and proposal follow up

**Additional Duties and Responsibilities**

- Submit time sheet and approves team time sheets weekly
- Perform other duties as assigned.
- Has received and read the Employee Handbook