



## CIVIL ENGINEERING PROJECT MANAGER

### JOB SUMMARY

Primary tasks are related to civil engineering design and project management including developing project scopes and costs; writing proposals and contract language; coordinating with clients, government agencies, and other design consultants; completing civil engineering designs and permit documents; and applying for relevant permits.

### GENERAL CHARACTERISTICS

- Independently applies extensive and diversified knowledge of principles and practices in broad areas of assignments and related field.
- Uses advanced techniques in the modification or extension of theories and practices of sciences and disciplines to complete assignments.
- Works on a major project or several projects of moderate scope with complex features.
- Reviews complete project documents for conformity and quality assurance.
- Develops new techniques and/or improved processes, materials, or products.
- Assists upper-level management and staff as a technical specialist or advisor.
- Schedules, supervises, and conducts field work.
- Delegates tasks to all staff necessary to complete assignments.
- Reviews and approves scopes, budgets, and schedules for assignments.
- Prepares proposals to provide professional services or obtain funding for projects or programs.
- Receives supervision and guidance related to overall objectives, critical issues, new concepts, and policy matters.
- Receives direction on unusual conditions and developments.
- Possesses advanced oral and written communication skills.
- Represents the organization in communications and conferences.
- Conducts project meetings and represents clients in public forums/meetings.

### MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

1. Serve as a Civil Engineering Project Manager performing the following functions:
  - a. Prepare design drawings and visual aids in AutoCAD Civil 3D.
  - b. Independently evaluate, select, and adapt standard techniques, procedures, and criteria consistent with Y2 standards and the requirements of the appropriate permitting agencies.
  - c. Collect data and gather information and/or documents from clients, agencies, site visits, etc.
  - d. Monitor construction, operation, and maintenance of utility systems and site work.
  - e. Perform field inspections, document observations, collect field samples or data, analyze field conditions, direct subcontractors.
  - f. Continually develop and refine knowledge and skills relevant to civil and/or environmental engineering.

- g. Perform design tasks using engineering judgement and the application of standard methods.
  - h. Prepare and submit reports and permit applications.
  - i. Prepare scopes, budgets, and schedules for projects.
  - j. Assist with proposals to provide professional services for engineering projects.
2. Work with Y2 team members, project team members, interface between team members and Y2 management.
    - a. Maintain a positive working relationship with team members.
    - b. Collaborate with Y2 management and other teams to prioritize projects, workloads, and needs.
    - c. Engage in appropriate professional development to enhance performance and to gain or maintain certifications.
  3. Service to the company, community, and profession:
    - a. Engage in appropriate behavior and conduct that is consistent with continued growth of Y2.
    - b. Work within team to resolve internal conflicts and avoid escalation of issues.
    - c. Take an active role as an associate engineer that allows the owners and supervisors to focus more on project management, staff, and corporate management.
    - d. Participate in marketing efforts for Y2 Consultants.
    - e. Take an active role in community and regional organizations to positively represent Y2.
    - f. Contribute to professional organizations.

## **QUALIFICATIONS & REQUIREMENTS**

PE and 5+ years of experience required.

### **PHYSICAL REQUIREMENTS:**

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

- Must be able to drive and/or hike to job sites.
- Must be able to remain in a sitting or standing stationary position 50% of the time.
- Must be able to safety lift and carry or otherwise move 50 pounds regularly including while traversing irregular, steep terrain and changing elevations including mountainous areas.
- Must be able to consistently work in various outdoor weather conditions such as snow, cold, hot windy type environments.
- Must be able to ascend and descend ladders, scaffolds, stairs and work in confined spaces and in proximity to loud equipment.
- Must be able to position oneself to work in confined spaces such as trenches, pits, manholes, attics, and tunnels.
- Must be able to safely climb ladders while carrying up to 50 lbs.
- Must be able to wear personal protective gear most of the day.
- Must be able to work in the field at times.

**BENEFITS**

This position is a full-time, benefited position. Benefits include vision, dental, and medical insurance; 401(k) plan; paid time off; life insurance; and short-and long-term disability insurance. Salary commensurate with experience. \$12,000 annual housing stipend for full-time, Jackson-based staff (pro-rated by pay period). Subsidized housing may also be available.

**TO APPLY**

Email cover letter, resume, and professional references (3 or more) to [jobs@y2consultants.com](mailto:jobs@y2consultants.com) with the job title in the subject line.