



## Project Manager - Structural

### JOB SUMMARY

Primary tasks are related to engineering design of structures and managing projects, including preparing project scopes and fees, preparing project budgets, and writing proposals with appropriate contract language, communicating with clients, coordinating with other design consultants and government agencies, preparing construction drawings, conducting engineering analysis, completing engineering designs and permit documents, and applying for relevant permits including responding to plan check comments and questions as necessary. Secondary tasks will include assisting with and conducting fieldwork, inspections, and other technical support.

### Y2's Mission, Vision and Values

Y2 Consultants, LLC (Y2) has created our mission, vision, and values to guide our company. Our values are briefly discussed below. We believe that it is critical that all employees aspire to our values.

Mission: Provide client-centered, comprehensive solutions with a multidisciplinary team of experts.

Vision: Enhance the natural and built environment.

Values:

- **Uncompromising integrity** – Someone who can be authentically transparent and accountable for all interactions they have with team members, clients, and the public as well as honorable and performs with integrity when no one is looking.
- **Steadfast courage** – Someone who understands how to be a leader and take on challenges with the tenacity and grit to see them to completion.
- **Enthusiastic teamwork** – Someone who engages respectfully with their team to create a positive and loyal working environment that draws others to do the same.
- **Adaptive capacity** – Someone who can flexibly maintain the balance of being humbly opportunity driven and accommodating to the multiple stakeholders in every situation
- **Innovative solutions** – Someone who approaches their work with a practical wisdom that brings about sustainable stewardship of the projects and resources that they encounter.

### GENERAL CHARACTERISTICS

- **Company knowledge** – Someone who understands the many facets of our skills and abilities at Y2 to present all of our capabilities to clients to meet their needs.
- **Engineering knowledge** – Someone who independently applies extensive and diversified knowledge of principles and practices in a wide range of assignments working on major projects and several projects of moderate scope with complex features.

## MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

1. Serve as a Structural Engineering Project Manager performing the following functions:
  - a. Conduct initial client meetings as a representative of Y2 to determine project needs and scope.
  - b. Prepare budget, determine fee, and prepare proposals with defined scope.
  - c. Coordinate with all other departments for compilation of multi-department projects including proposals, contracts, timelines, and fees/retainers.
  - d. Coordinate with other design professionals in-house and externally including architects, mechanical engineers, site surveyors, civil engineers, and contractors.
  - e. Manage project budgets to ensure projects are meeting design milestones in line with budget usage to achieve profitable projects.
  - f. Maintains balance of billable hours to meet utilization ratios for company profitability.
  - g. Represents clients and Y2 in project meetings and public forums as necessary.
  - h. Prepare design drawings, details, exhibits and visual aids in Autodesk Revit and AutoCAD software.
  - i. Provide review and red-line mark-ups of project designs.
  - j. Make drawing revisions from sketches and red-line mark-ups.
  - k. Prepare permit applications.
  - l. Schedules, supervises, and conducts field work and material testing necessary for project scopes including monitoring construction progress, taking field measurements for as-built conditions, and verifying site conditions are accurately represented in construction documents.
  - m. Perform standard computations, design, and analyses consistent with Y2 standards and the requirements of the appropriate permitting agencies including IBC, ASCE 7 and mechanics of materials.
  - n. Evaluates, selects, and applies standard techniques, procedures, and criteria to perform a task or sequence of tasks for conventional projects.
  - o. Continually develop and increase knowledge and skills relevant to the engineering of structures both in new construction and remodel conditions.
  - p. Apply standard techniques, procedures, and criteria to perform assigned tasks.
  - q. Increase in understanding of design and grow engineering judgement.
  - r. Prepare and submit reports and permit applications including application to obtain funding for projects or programs.
  - s. Performs basic to complex design tasks.
  - t. Collaboratively uses judgement to determine adaptations in methods for non-routine aspects of assignments.
  - u. Performs research and investigations.
  - v. Presents design data in the form of a report, exhibit, or plan set.
  - w. Possesses effective oral and written communication skills.
  - x. Actively seeks understanding of new information as encountered.
2. Work with Y2 team members and project team members; interface between team members and Y2 leadership.
  - a. Maintain a positive working relationship with team members.
  - b. Collaborate with Y2 leadership and other teams to prioritize projects, workloads, and clients.
  - c. Work with clients to ensure projects are meeting their goals and needs, then communicate necessary adjustments to leadership, teams, and owners.
  - d. Engage in appropriate professional development to enhance performance and gain or maintain certifications.
3. Service to the company, community, and profession
  - a. Engage in appropriate behavior and/or 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 engineer to allow the owners and supervisors to focus on project management, staff, and corporate management.
- d. Participate in marketing efforts for Y2.
- e. Take an active role in community and regional organizations to positively represent Y2.
- f. Participate in and contribute to professional organizations.

## **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 safely 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, and / or 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 wear personal protective gear most of the day.
- Must be able to work alone at times.

## **QUALIFICATIONS**

1. Experience with CAD and design software.
2. Civil engineering/Architectural engineering degree.
3. PE in Wyoming, or the ability to obtain reciprocal license from another state.
4. 5+ years of experience as a design engineer in structural engineering.

## **BENEFITS**

This position is a full-time, benefited position. Benefits include medical, vision, and dental 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.