



Jason Emerine, PE
Robert Emerine, PE
Jason Rickard, PE

JOB TITLE: PROJECT MANAGER

JOB SUMMARY

The Project Manager is responsible for the profitable design and completion of assigned projects and contracts; leading a team of professionals with responsibility for completing designs within budget, schedules, and deliverable quality.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty proficiently. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelors Degree in Civil Engineering or equivalent experience.
- 15+ years experience Civil Engineering or equivalent
- Proficient using AutoCAD Civil 3D
- Proficient with Microsoft Office

CERTIFICATES, LICENSES, AND/OR REGISTRATIONS

PE required:

ESSENTIAL JOB DUTIES and RESPONSIBILITIES

- Review, and finalize reports, due diligence/site analysis, maps, record drawings, plans, tests, as-builts, GIS data, options of probable project costs, schedules, and aerial photographs, terrain, hydrological characteristics, and other topographical and geological data to plan and design projects.
- Prepare civil design calculations for items such as drainage, grading and ADA compliance, utility, storm water management systems, hydrology/hydraulic studies, earthwork volumes, roadways, and paving. Estimate and calculate quantities from construction drawings both by hand and from digital media.
- Review and finalize site plans, construction plans, and documents for infrastructure and/or land development projects including plan drawings, specifications, bid documents and quantity and cost estimates.
- Ability to analyze survey data and existing site conditions.
- Complete edits and modify plans as reviewed by agencies, municipalities, and clients.
- Research local/state requirements on properties and projects for zoning and engineering related standards.
- Create proposals, marketing, project reports and technical presentations.
- Prepare necessary reports.
- Represent SKE and clients before board and commissions.
- Establish and build professional relationships with clients, sub-consultants and contractors.
- Direct and supervise Engineers, Design Technicians, CAD Operators, and Surveyors.
- Prepare and conduct Performance Evaluations of all direct reports, as needed.
- Coach, mentor, motivate and supervise project team members and influence them to take positive action and be accountable for their assigned work.
- Proactively identify and resolve any issues and conflicts within the project team.
- Visit construction sites to monitor progress.
- Make sure every project is compliant with all SKE quality and drawing standards.
- Understand the client's design criteria, processes and preferences. Understand the local codes, ordinances and permitting processes and how to guide a project through the applicable regulatory agencies for approval.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the essential duties and responsibilities of this job, the employee is regularly required to:

- Stand; walk; use hands to fingers, handle and/or feel objects, tools, and/or controls; reach with hands and arms; talk and/or hear; sit; and stoop, kneel, and/or crouch.
- Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

Specific vision abilities required by this job description include but are not limited to close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the essential duties and responsibilities of this job, the worker is:
- Subject to both inside and outside environmental conditions.
- Subject to sufficient noise to cause the worker to shout to be heard about ambient noise levels.
- Subject to hazards including proximity to moving mechanical parts, moving vehicles.
- Subject to atmospheric conditions that affect the respiratory system including: fumes, odors and dust.
- When inside, operates in a professional office environment not substantially exposed to adverse environmental conditions.

Employee uses standard office equipment such as computers, printers, plotters, scanners, telephones, photocopiers, filing cabinets and fax machines.

Employee is required to have, maintain, and wear all Personal Protective Equipment (PPE) as assigned by the company.

Employee is required to maintain a professional appearance by wearing the appropriate clothing for the work environment.

JOB DESCRIPTION ACKNOWLEDGEMENT & ACCEPTANCE

- I agree this job description is intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job.
- I agree this job description does not state or imply that the above are the only duties and responsibilities assigned to this position. I understand I will be required to perform any other job-related duties as requested by management. I understand all requirements are subject to possible modification to reasonably accommodate individuals with a disability.
- I have read and understand all the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.
- I agree the company maintains the right to change this job description at any time and will provide me with written revisions and addendum prior to the installation of the new policies or requirements.
- I understand that this document does not create an employment contract and that I am employed by Civil Engineering Consultants, on an "at will" basis.
- I have been or will be given a copy of the company organizational chart and acknowledge my position within the organization.
- I acknowledge that my performance will be evaluated, and I will be completing a self-evaluation.

Employee

Date

Onboarding Administrator

Date