

Full Job Description



JOB TITLE: Civil Project Manager

LOCATION: Fresno, CA

Precision Civil Engineering, Inc. (PCE) is seeking a Project Manager, with 10+ years' experience, to join our Engineering Team in Fresno, CA.

The Project Manager has total responsibility for the work performed on all assigned projects in coordination with the Project Team and Senior Project Manager. The PM provides all the necessary direction, supervision, coordination, and follow-up on the work to ensure quality standards are met, efficiency levels are maintained, and client satisfaction, respect, and confidence are assured.

Job Responsibilities:

- Pursue new projects with current clients.
- Maintain regular contact with assigned clients through direct calls, meetings, and/or written reports to communicate progress, resolve problems, and assure client satisfaction with the work.
- Resolve any technical, scheduling, billing, staffing, and/or quality issues that have been raised by the client
- Periodically schedule client meetings and entertainment events to cultivate personal friendships and establish close ties with current and potential clients.
- Project Planning and Control
- Prepare the project cost estimate and conduct the contract negotiation with current clients.
- Follow firm-wide guidelines for client agreement on fees, scope, schedule, and conditions.
- Determine proposal language and prepare work plans for final approval by an officer.
- Prepare a work plan, set the schedule, establish the budget, and organize the execution of the project.
- Schedule and lead project meetings to set up jobs and review progress.
- Provide technical leadership and guidance for all project work.
- Establish design controls, constraints, and criteria for project staff.
- Regularly checks the work to assure the work is executed properly and effectively.
- Regularly review workload projections and request additions to staff as necessary to fulfill project commitments.
- Delegate task assignments and allocate workload levels to the project team.
- Frequently check the schedule and budget performance on jobs in progress.
- Act to see that the job billing is completed on a timely basis, all extra work is adequately documented and fees for the firm's services are promptly collected.
- Regularly monitor projects to assure those quality standards are maintained on all work submitted to the clients.
- Develop the technical and administrative skills of subordinates so that projects are run efficiently, and available resources are utilized in an optimum way.
- Conduct regular meetings to discuss current performance on jobs and to address problems as they arise.
- Plan the staffing needs of the project team based on monthly and long-term work projections.
- Responsible for the recruitment, selection, and quality of new members being added to the group.
- Assure that an effective team is established, and the skill levels of the staff meet the needs of the work being performed.
- Encourage professionalism by sponsoring and participating in continuing education programs and being active in professional associations.
- Develop and maintain a positive work environment for all employees.
- Sponsor good communication with the staff, encourage creativity and innovation, and assist individuals with their personal and professional growth.
- Identifies capital equipment needs for the project team and assigns resources in the most effective and cost-efficient way.

- Strive for personal development in all areas of general management.
- Set a positive example for the staff, delegate responsibility, exercise good judgment in decision making, and deal with conflict in an impartial and reasoned way.

Qualifications & Experience:

Qualifications:

- Experience: 10 or more years of professional-level experience, with progressively responsible positions covering a full scope of assignments in either civil engineering, land surveying, or planning.
- Licensure: California registration as a Civil Engineering or California Land Surveyor's license preferred
- PMP Certification a plus
- Experience with AutoCAD
- Experience with budgeting and scheduling software

Key Attributes:

- Excellent communications skills, both oral and written, with a demonstrated ability to work effectively with individuals at all levels of the company and Client.
- Must have knowledge of project management methods, contract management, project scheduling, and reporting, proposal writing, and human resources management.
- Must be able to handle multiple projects simultaneously.
- Excellent analytical skills, with strong attention to detail, especially with numbers and invoice reviews.
- Must be well organized with sound judgment and planning.
- A highly motivated individual with a willingness to pursue continual innovative improvements in processes.
- Must have strong computer skills in MS Office Suite, particularly Excel, Word, PowerPoint, & Outlook.

Education:

- Bachelor's Degree in Civil Engineering, Surveying/Geomatics, or Planning

Work Location: Fresno, CA

Job Type: Full-time

Benefits:

- Paid time off
- Medical, dental & vision insurance
- Life insurance and disability benefits
- Generous 401(k)
- Onsite gym
- Quarterly and annual company events