



## **Project Manager 1- Essential Job Functions and Duties**

The Project Manager I (PM-I) oversees large, complex, or multidiscipline projects for the firm. The PM-I has the ability to manage projects in a variety of disciplines. The PM has overall responsibility for the successful planning, execution, monitoring, control, budgets and schedule of a project, and will mentor junior and senior engineering design staff.

A PM-I also provides overall technical support to the team. The PM-I leads quality assurance/quality control (QA/QC) for the team and acts as an advisor on complex projects. The PM-I both manages and completes engineering design, pending the project, and sometimes both within the same project.

The essential job functions or duties of this position are as follows:

### **Primary Responsibilities:**

- Elevates the level of technical expertise within the team through technical design mentoring and training.
- Marketing and business development efforts for land development and/or public civil engineering projects.
- Performing and directing all aspects of civil engineering design including layout/geometry, grading, drainage, paving, water, sewer, and erosion control. Projects may include land development (all types/sectors), roadway/intersection design, hydrology/hydraulic stormwater modeling, hydraulic modeling of pipe networks, preparation of construction plans and related design reports.
- Preparing complete submission packages, supporting calculations, cost estimates, project schedules, and other duties; effectively facilitate the agency review/approval process.
- Monitoring and controlling project progress, staffing, budgets, and methods of analysis and objectives and keep client informed of progress, budget, work progress and challenges.
- Serves as a lead project manager on key projects for the team.
- Managing key client accounts within the team, serving as main point for key clients, and ensuring a strong project team.
- Supports senior professional roles within a team to provide direction in organizing technical resources for key projects; uses resources effectively.
- Leading efforts for the team in project management transitions.
- Promoting efficiencies in producing quality work.
- Mentoring staff within the team on project management best practices.
- Often serves as lead engineer on complex projects and provides high-level technical engineering design.
- Executes QA/QC plans for the team.

### **Experience, Education and Certifications:**

- Bachelor's degree in engineering, sciences, construction, planning, or landscape architecture.



- Minimum of 10 years of work experience in civil engineering and experience in leadership or management.
- Complete understanding of all phases of contract administration and execution, including scope definition, contract terms/conditions, negotiation, financial project management and complete contract performance (schedule and financial).
- A strong working knowledge of civil engineering design including stormwater, utilities, paving, geometric roadway design, grading and earthwork.
- A strong working knowledge of the regulatory/permitting process, and track record of successful project approvals and agency relationships.
- Demonstrated project management and business development experience to nurture existing clients and develop new multi-disciplined opportunities to expand the practice including developing, recommending, and introducing innovation to our clients' projects.
- A background in private projects, which may include commercial, residential, and mixed-use developments as well as local governmental projects, with the ability to coordinate the entire project effort, client interaction and project management
- Demonstrated ability to lead, communicate, and build trust, rapport, and effective working relationships, both internally within a multidisciplinary team and externally, including making presentations to regulatory boards, shortlist selection committees, etc.
- An affinity for community involvement and visible local engagement is preferred to help promote the company's services and presence in the region.

Assignments will vary depending on projects and will include Project Management and Civil Engineering Design Services. Typical PM tasks could involve managing clients, staff, workload, budgets, schedules and coordination with jurisdictions. Typical design tasks may include grading, drainage, water, sewer, and roadway design. Responsibilities will include plans, cost estimates and schedules, executing task orders, coordinating / participating in the preparation of technical reports, documenting project activities, findings, and recommendations. Employee will work independently and with others and work on multiple projects.

Employee may also be required to visit and travel about job sites in order to properly perform these essential functions. In order to properly perform these essential functions, Employee must be well versed in Civil 3D, Microsoft 360, surveying principals, word processing, spreadsheet programs, and other computer programs developed for the civil engineering industry. Employee will work independently and with others and work on multiple projects.

Employee shall also perform such other duties as are customarily performed by other persons in similar such positions, as well as such other duties as may be assigned from time to time by the Employer.

Employee shall act as a representative of K2 at locations both on and off of K2 office premises. Employee shall comply with all stated standards of performance, policies, rules, and regulations. Employee shall also comply with such future Employer policies, rules, regulations, performance standards and manuals as may be published or amended from time to time.



### **C. Duty of Loyalty and Best Efforts**

Employee shall devote all of Employee's working time, attention, knowledge, and skills to Employer's business interests and shall do so in good faith, with best efforts, and to the reasonable satisfaction of the Employer. Employee understands that they shall only be entitled to the compensation, benefits, and profits as set forth in this Agreement. Employee agrees to refrain from any interest, of any kind whatsoever, in any business competitive to Employer's business. The Employee further acknowledges they will not engage in any form of activity that produces a "conflict of interest" with those of the Employer unless agreed to in advance and in writing.

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### **D. Place and Hours of Employment**

Employee agrees that their duties shall be primarily rendered at Employer's business premises or at such other places as the Employer shall in good faith require. Working days and hours will vary depending on project assignments.

### **E. Submission to Drug Testing**

Employee agrees and understands that it is the policy of Employer to maintain a drug-free work place. Employee consents to a drug test as required by various projects and/or clients. Employee understands that Employer has the right, upon reasonable suspicion, to demand that Employee immediately undergo testing for the presence of illegal or inappropriate drug usage, consistent with any written drug policy of the Employer.