
Meier Architecture • Engineering
Job Description

Full-Time, Exempt Position

Title: Civil Engineering Group Manager

Basic Responsibilities: Meets project development goals (new projects). Responsible for the performance and bi-annual evaluation of all engineers and designers assigned to the discipline. Supports Project Managers. Conducts him/herself in a professional and ethical manner.

Organizational Relationship: Reports to the President as direct Manager, consults with the Director of Projects for the delivery of engineering services.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

- Work with Project Managers to provide timely and cost effective engineering and design support.
- Responsible for technical accuracy and code compliance of all engineering services.
- Provides approval authority of contracts in accordance with company policy.
- Responsible for all discipline engineering and design staff assigned to the discipline to ensure the adoption, implementation, and enforcement of all corporate procedures related to the delivery of engineering services.
- Helps develop professional path for all managed staff. Example would be recommending specific external staff training opportunities.
- Responsible for discipline staff utilization and staffing requirements. Works with President to assess staffing requirements based on contracted backlogs, proposal forecasts, and corporate Strategic Plan.
- Responsible for scheduling engineering staff with all Project Managers and ensuring that appropriate staff is available to each project manager to meet project schedules.
- Mentors and provides guidance and on-the-job training to discipline staff. Completes performance evaluations timely.
- Follows general organization-wide and engineering-specific policies, procedures and work instructions.
- Contributes to the corporate Strategic Plan and Marketing Plans.
- Works closely with the Director of Projects and keeps him apprised of any project activities that may impact schedules, staffing requirements, or financial performance concerns.
- Participates in the Monday Morning Managers Group
- Work to meet or exceed QA