
Meier Architecture • Engineering
Job Description

Full-Time, Exempt Position

Title: Project Manager

Basic Responsibilities: Responsible for planning, management, and successful execution of contracted corporate services within budget and on time and helps ensure that all client needs are met.

Organizational Relationship: Reports to the Group Manager

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.

- Manages internal and external activities to accomplish financial goals, and quality standards.
- Ensures that delivery of service to clients meets or exceeds their expectations.
- Acts as primary or secondary point of contact with the client for all issues regarding the project contract.
- Responsible for application of corporate policy and procedures in the delivery of services to clients.
- Responsible for the management of projects and project engineers assigned to him. Responsible for the success of projects assigned to him as relates to contracts, schedule performance, progress billings, profitability, accounts receivable, and client service.
- Responsible for the implementation of a work plan for each project that meets the requirements for a work plan.
- Work to meet or exceed QA standards.
- Other duties as assigned.

Supervisory Responsibility:

This position is responsible for managing projects as assigned.

Skill, Knowledge, Education and Experience:

- Bachelor's Degree and Licensed Professional Engineer.
- May be a member of professional or technical society.
- Candidate must have good oral and written communication skills.
- May assist in publishing professional papers.
- 10+ years of experience.
- Experience using AutoCAD and Civil 3D.