

Job Description

Civil Design Technical Leader/Deputy Project Manager

- Responsible for leading, motivating, and training production staff producing design drawings and bidding documents for commercial, residential, and recreation civil site design projects, municipal roadway projects, and municipal utility projects.
- Assist with staff professional development.
- Responsible for production of civil design drawings including site plans, demolition plans, grading and drainage plans, utility plans, landscape plans, erosion control plans, and associated details.
- Provide and check detailed design and calculations for various civil projects including municipal, water and sanitary sewer, storm water, road works and infrastructure upgrades.
- Prepare and review contract documents suitable for bidding.
- Prepare and review permit applications and pursue approval by authorities having jurisdiction.
- Responsible for coordinating plan submittal to appropriate approval agencies and meet with review staff to address issues related to regulatory review.
- Prepare Engineer's Opinion of Cost for client's budgets.
- Monitor the quality and progress of construction projects. Document observations and advise client manager of issues observed, when necessary.
- Assist with project management duties including monitoring project budgets and schedules and recommending corrective action when necessary.
- Assist with development of scopes of services and fee estimates for professional services related to projects.
- Prepare draft proposal letters.
- Ensure schedules, budgets, and quality control standards are achieved and maintained.
- Attend evening municipal meetings and hearings, as necessary.

Qualifications

We are presently seeking a Civil Design Technical Leader/Assistant Project Manager:

- Excellent verbal and written communication skills
- Desire to grow into client management and business development role
- Bachelor's Degree in Civil Engineering or equivalent
- Tennessee, Georgia, and Alabama, Professional Engineer's license in good standing or ability to obtain by Comity, and 10 to 15 years civil engineering experience (preferred).
- Experience with land use regulations and permitting in Tennessee, Georgia, and Alabama is a must.
- TDEC Level II Certifications and GSWCC Level II Design Professional
- Candidates must demonstrate familiarity with site plan and public infrastructure design, preparation of specifications, and engineering report writing.

- Strong computer skills are required: AutoCAD, Civil 3D, MS Outlook, Word, Excel and Project.
- A valid driver's license and dependable transportation is required.

Interested candidates please submit your resume to resume@croyengineering.com.