

PROJECT MANAGER

We are looking a Project Manager with 5+ years of experience to join our growing company. The Project Manager II is an experienced professional engineer who can define a project, develop a set of tasks to accomplish the project, coordinate and monitor the work involved in the tasks, and deliver a final product on time and within prescribed budget.

OUR COMPANY

Toole Engineers has been providing solutions for the constructed environment for more than 30 years. With a 90% client retention rate, it is obvious that we pride ourselves on client relations and first-class service. Our award-winning team has established a reputation in Georgia, South Carolina, and North Carolina for providing client services, as well as quality engineering from concept development to project close-out documentation. During construction, our team provides customized, on-site management and inspection services to meet even the most aggressive construction schedules. Our services include Planning, Land Development, Transportation Engineering, Municipal Support, Higher Education, Water Resources, and Trails and Recreation.

THE POSITION

Your duties will include:

- Prepare and monitor project budgets and schedules
- Serves as project manager and as a designated client contact
- Supervise and monitor client relationship strategies
- Coordinate and approve pricing, estimating, scoping, and marketing strategies for proposed projects
- Develop engineering agreements for his/her projects within the department
- Attend client meetings – days or nights
- Analyze reports, maps, drawings, blueprints, tests, and aerial photographs to plan and design project
- Direct and supervise other engineer's activities
- Contract administration
- Prepare or direct preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies and designs for project
- Direct draftspersons to convert designs to working drawings
- Visit construction site to monitor progress and other duties per contract documents
- Use computer-assisted engineering and design software and equipment to prepare engineering and design documents
- Perform other duties and tasks as may be assigned from time to time by the Supervisor
- Adhere to all company policies

WHY YOU SHOULD APPLY

- Small company atmosphere, big company projects
- Work on a diverse portfolio of projects
- 401K savings with excellent company opportunities
- Paid time off and company paid holidays
- Established community and growing downtown
- Great cost of living

REQUIREMENTS

- Bachelor's in Civil Engineering preferred
- PE Required
- 5+ years' experience
- Ability to effectively manage multiple projects scope, budget, and schedule
- Ability to make formal presentations to clients and company management
- Ability to communicate with project team to minimize misunderstanding and conflicts
- Ability to promote coordination and cooperation of in