

CARTWRIGHT NOR CAL

Project Manager

We are looking for a qualified candidate to fill an opening as Project Manager. The ideal candidate would provide all aspects of project leadership from beginning to end of project. The Project manager shall provide leadership and direction for all team members. Be a responsible representative of Cartwright Nor Cal. Maintain relationships and services for existing clients.

Position Type:

Exempt, Salary. Flexible schedule required due to client and project deadlines and activities.

Qualifications:

- Registered Professional Engineer in the State of California.
- 3-5 years' experience preparing and managing site/land development projects and overseeing design staff while maintaining schedules and budgets.
- Firm understanding of AutoCAD, LDD
- Proficient with Microsoft Word, Excel and Project
- Good verbal and written communication skills

Basic Function:

Provide all aspects of project leadership from beginning to end of project. Provide leadership and direction for all team members. Be a responsible representative of Cartwright Nor Cal. Maintain relationships and services for existing clients.

Reporting Relationship:

Reports to the Cartwright Nor Cal Leadership Group. All levels of the design team report to their Project Manager.

Authorities:

- Purchasing project and production related materials
- Approval of sub-consultant invoices
- Assist the Director of Civil Engineering/Regional Manager with the hiring, mentoring, disciplinary action and termination of their team
- Assist the Director of Engineering/Regional Manager with conducting employee reviews for their team

Responsibilities: (but not limited to)

Design Responsibilities

- Ultimately responsible for the success or failure of the project.
- Client Relations
- Directly responsible for preparation of all project documents
- Directly responsible for completing projects on schedule
- Directly responsible for submittal of project documents
- Directly responsible for jurisdictional coordination
- Directly responsible for coordination with other disciplines

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Construction Administration Responsibilities:

- Directly responsible for all construction administration for the project

Administrative Responsibilities:

- Conducting/attending weekly team meetings
- Preparing/updating weekly schedules
- Preparing/updating backlog reports
- Preparing monthly billings
- Preparing change orders/amendments for additional services
- Soliciting and acquiring new projects from existing clients
- Preparing project proposals, scopes, fees, and schedules
- Completing timecards on a daily basis
- Assisting and contributing with the on-going success of the culture, operations and market efforts for the firm