



POSITION TITLE: Sr. Project Manager
DEPARTMENT: Land Development
LOCATION: New Braunfels, TX
CLASSIFICATION: Exempt
COMPENSATION: \$100,000 - \$130,000 annual salary based on experience, plus annual performance bonuses.

CORE VALUES:

Faith: Greater purpose beyond ourselves. Who, what, and why of what we do.

Trust: Do what you say, say what you do.

Growth: Active pursuit of knowledge.

Professionalism: An integrity mindset through dedication, communication, and respect.

Ownership: Our work is our word. Initiate solutions to deliver results.

COMPANY CULTURE:

Our mission is to understand and connect with our employees. We do this by creating a collaborative teamwork environment, providing an innovative work experience, and developing employees' career paths while supporting a work-life balance.

COMPANY BENEFITS:

- 4 ½ Day Work Week
Monday – Thursday 7:30 - 5:30
Friday 8:00 – 12:00
- 45-50 hours per week-May include some evenings and weekends
- Company Paid Health Insurance (Employee Only)
- Company Paid Basic Life and AD&D
- Optional Life With AD&D
- 401k with Company Match
- Flexible Spending Accounts
- Dental
- Vision
- Voluntary Short and Long-Term Disability
- Accident Insurance
- Group Critical Care
- Hospital Confinement
- Legal Plans
- Identity Theft & Fraud
- Paid Time Off
- Paid Holidays
- Professional Development Assistance
- Signing Bonus Dependent on Qualification

POSITION SUMMARY:

Responsibilities Include:

- Lead by example – display solid judgment, good values, trust, honesty, openness, and professionalism.
- Ensures company values, policies and practices are consistently followed.
- Strong sense of urgency and self-initiative to meet project deadlines and the ability to work independently and as part of a team.
- Oversee several projects concurrently.
- Develop strong relationships with team members.
- Effectively interact with clients, vendors, and staff at all levels
- Ability to develop and maintain professional relationships.
- Excellent teamwork and communication and interpersonal skills to work in a fast-paced environment dedicated to

meeting deadlines.

- Job requires being reliable, responsible, and fulfilling obligations.
- Has ability to manage important resources such as time and materials.
- Outstanding verbal, written and interpersonal skills.
- Detail-oriented with an ability to contribute to a positive work environment with a high level of accuracy.
- Must be efficient and able to multi-task.
- Proficiency in Microsoft Office Suite products and .pdf editing tools.
- Excellent organizational skills.
- Willingness to learn and expand capabilities.
- Demonstrates ability to use logic and reasoning to define problems, collect data, establish facts, and draw valid conclusions.
- Maintains records and files associated with engineering projects.
- Research and evaluation of data.
- Apply engineering principles to assist in hydrologic and hydraulic modeling of stormwater.
- Coordinate with internal team members, government entities, utility service providers and subconsultants.
- Attend industry events and become involved in the community.
- Serve as a point-of-contact on land development project for Clients, review agencies, contractors, surveying, and geotechnical departments.
- Demonstrated Civil 3D skills with the ability to design site layouts concept through completion.
- Represent clients and firm in meetings with governmental agencies.
- Performs other duties as assigned or required.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- Takes on full ownership and responsibility of project to maintain schedule commitments and budget. Focused on solutions, not excuses.
- Manage the planning, design, permitting and construction administration, including paving and grading, roadway design, drainage, water lines, sanitary sewers, and other civil design elements.
- Management of design development, preparation and/or administration of the contract documents, opinions of probable construction costs, agency correspondence, client relations. Projects include but are not limited to commercial, residential, and multi-family developments, mixed-use type projects, rezoning due diligence, public facilities, and other site development or utility projects.
- Oversee technical design calculations associated with land development projects (i.e., storm drainage hydraulic sizing and system modeling, water distribution modeling, storm water control measures, sanitary sewer collection systems, sanitary sewer pump stations and force main, erosion control measures, etc.).
- Identifies new opportunities and coordinates with the management team for support and overall strategy. Helps to identify new markets, clients and technologies while building client relationships.
- Assembles proposals which includes performing risk assessment, evaluating opportunities to increase profit, estimating, engineering, technical writing, site visits and client Q & A.
- Responsible for negotiation of the contract and understanding the contract requirements.
- Develop project work plans and budget projections and effectively deploy resources.
- Complete monthly project accounting and invoicing.
- Implement and maintain QA/QC procedures.
- Build, mentor, and manage a dedicated team through civil site/land development design, permitting, and construction observation on a variety of residential, commercial, and industrial projects.
- Lead business development activities
- Perform design of land development projects within Autodesk AutoCAD Civil 3D software when necessary.

JOB SPECIFICATIONS / QUALIFICATIONS:

Education/Training: H.S. Degree / GED College Degree Certification/License*

- **Experience:** 10+ years of land development experience including development of site layouts, planning, platting and site grading with AutoCAD Civil 3D

Training and Certifications:

Special Skills and/or Abilities: Knowledge of design and visualizations software such as Civil 3D, Hydraflow, and Storm Sewers, Proficiency in site layout, roadway design, grading, hydrology, utility design, erosion control, regulatory approvals, etc

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature _____ Printed _____ Date _____

Manager Signature _____ Printed _____ Date _____