

Project Manager – Civil Engineer

Job Description:

K.E. McCartney and Associates, Inc. (KEM) is seeking a Project Manager to work out of our Lorain office. The Project Manager will be expected to coordinate, manage, and develop engineered plans for various types of civil engineering projects with KEM team members and subconsultants.

Responsibilities:

- Prepare and oversee development of various types of civil engineering plans utilizing AutoCAD Civil 3D.
- Create plans in accordance with KEM and/ or client CAD Standards. This position can expect that at least 75% of responsibilities will require utilizing CAD and other engineering software (drainage, Vehicle Tracking, etc.) for plan development.
- Efficiently navigate through ODOT, ODNR, EPA, client, and other applicable design standards, manuals, and websites.
- Manage staff and subconsultant utilization including tracking of project budgets and schedules.
- Maintain routine communications with clients and other stakeholders to ensure quality coordination of the project.
- Engineering plan review of internal and municipal submitted plans for compliance with applicable codes and standards.
- Proficient use of Microsoft Office is expected.

Qualifications:

- Experience in any of the following types of plan development: roadway, site development (commercial, residential, etc.), sanitary sewers, stormwater management, water lines, and/or municipal engineering. The candidate is not expected to have experience in all of these categories.
- Experience and efficiency with ODOT, EPA, and ODNR manuals, standard construction drawings, and applicable websites with the ability to become efficient with other client design standards.
- Experience with AutoCAD (Civil 3D or other similar engineering design software) is required.
- Must be a versatile team player that shows an eagerness to learn and work with others.
- Ability to complete tasks with minimal oversight while providing oversight to other staff and subconsultants.
- Candidate shall be dependable and exhibit positive attitude.

- Ohio Professional Engineer (P.E.) license is highly desired. Candidates working towards a P.E. license may also be considered.

Compensation, Benefits, and Experience:

- Salary is commensurate with experience and qualifications. All experience levels are being considered for this position.
- Paid Time Off and Holidays.
- Medical & Basic Life Insurance.
- Dental & Vision Allowance.
- 401k Plan.
- Applicant's ability to meet the listed qualifications is more important than number of years of experience.

Location:

- K.E. McCartney and Associates, Inc., 5065 Oberlin Avenue, Lorain, Ohio 44053

Other Information:

- KEM is an equal opportunity employer.
- KEM is a drug free workplace.
- Email resume to: jobs@kemccartney.com
- www.KEMcCartney.com