**Primary Purpose:**

Assists with the direction and administration of the Engineering Department, supervises engineering personnel, develops procedures and standards, serves as technical/staff specialist in planning, development, design and/or research, and responsible for overall control and coordination of major and complex engineering projects or programs, inclusive of the company’s current and long-range engineering functions.

Assists in overseeing Engineering Department; performing advanced technical, professional, and full performance administrative and supervisory level work; coordinates the company’s current and long-range engineering functions, including preparation, review, and presentation of engineering plans and specifications.

**Essential Duties/Functions:**

* Plans, directs, advises, and reviews the work of subordinate professional and nonprofessional engineering personnel through subordinate supervisors.
* Estimates workforce needs and schedules, formulates procedures and work priorities, and assigns work to meet completion dates
* Develops new criteria, techniques, or approaches to guide subordinates in overcoming problems that cannot be solved by application of conventional techniques or procedures
* Analyzes and reviews work of subordinates in terms of technical results and for conformance with company policies and regulations and with legal requirements.
* Directs the preparation of specifications and contracts for bidding.
* Plans, schedules, conducts, and coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate to complex scope.
* Performs work that involves conventional engineering practice, including complex features such as conflicting design requirements, unsuitability of conventional materials, and difficult coordination requirements.
* Coordinates activities of the Engineering Department with other departments, other governmental agencies, private industry, public sector, and community organizations.
* Assists in the development of engineering programs and procedures and in preparing and justifying budgets. Initiates and reviews engineering investigations and research studies; recommends organizational and operational changes.
* Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields.
* Ensures project compliance with applicable codes.
* Makes decisions and commitments in planning, directing, interpreting, and coordinating complex engineering work, which often necessitates skillful improvisation, deviation, and important engineering compromises,
* Influences ultimate actions and supervisory decisions, that may serve as the basis for developing or changing the firm’s operational policies or procedures.
* Requires the use of advance techniques and the modification and extension of theories, precepts, and practices of sciences and related disciplines.
* Familiar with innovative sustainable design strategies and construction methods on a planning level and in site design.
* Confers with clients, engineering personnel, architects, and subconsultants on overall program or project.
* Undertakes site observations to ensure general compliance with plans and specifications, and advise client as requested.
* Prepares graphic representations or drawings of proposed plans or designs.
* Participates in conferences and meetings involving departmental programs and functions.
* Seeks new work opportunities through marketing, establishing and maintaining client contacts, writing proposals, and giving presentations.
* Performs other duties as assigned to meet business needs.

**Qualification Requirements:**

*Skills/Knowledge:*

* Experience with:
	+ Technically sound, innovative site design and implementation.
	+ Sustainable design strategies.
	+ Working in and promoting a collaborative environment.
	+ Leading teams of professionals.
	+ Preparation of proposals and attendance at interviews.
	+ Strong interpersonal and public relations skills to work effectively with coworkers, clients, government officials, customers, and community organizations.
* Knowledge of:
	+ Principles, practices, laws, and regulations governing private and public works administration.
	+ Principles, practices, and problems involved in the planning and financing of various public works programs and projects.
	+ Broad knowledge of precedents in civil and environmental engineering and a good knowledge of principles and practices of related specialties.
	+ Principles and practices of engineering applicable to the design and construction of flood control and drainage systems, highways, bridges, sidewalks, subdivisions, water systems, wastewater systems, and other related projects.
	+ Principles and practices of administration.
	+ Procedures and practices used in the preparation of engineering and architectural plans, specifications, opinions of probable construction costs, and reports.
	+ Principles and practices of supervision.
	+ The knowledge and expertise required for this level of work results from progressive experience.
* Ability to:
	+ Plan, lay out, coordinate, and direct the work of licensed andnon-licensed staff.
	+ Initiate and maintain a program involving private and public works construction and planning projects other than buildings.
	+ Maintain cooperative relationships with all clients, government agencies, and utilities.
	+ Deal tactfully and efficiently with employees and the public.
	+ Prepare proposals and budgetary requests.
	+ Prepare operational reports.
	+ Issue clear and concise oral and written instructions. Must possess advanced oral and written communication skills.

*Education/Training:*

* Bachelor’s degree in Civil Engineering or closely related field required; master’s degree preferable.
* Valid driver’s license required.
* Professional civil engineer license required.
* LEED AP preferred.

*Experience:*

* 10+ years of registered professional engineering experience (private and public works projects and administrative engineering).
* 5+ years of experience leading a team of professionals.
* Business development and design standards experience with federal, state, and municipal agencies and utilities.
* Engaged in lifelong learning to maintain knowledge of contemporary issues.
* Strong interpersonal and public relations skills to work effectively with coworkers, clients, government officials, other clients, and community organizations.

**Working Conditions**:

* Monday through Friday.
* Evenings and weekends as needed.
* Travel may be required.

**Tools and Technology Used:**

* Windows-based personal computer
* Computer-aided design software
* Graphics or photograph imaging software
* Map creation software
* Presentation software
* Spreadsheet software
* Word-processing software
* Engineering-specific software (such as Vehicle Turning Analysis, HydroCAD, Flow Master, Culvert Master, etc.)

**Mental Requirements:**

* Requires alertness to respond to audio and visual cues from the environment, including computers, calculators, telephone systems, and other staff members.
* Logic and reasoning for forecasting future business needs and goals.
* Ability to handle multiple tasks, projects, and schedules.
* Ability to respond quickly to rush projects, multiple deadlines, or emergencies.
* Ability to understand construction plans.

**Physical Requirements:**

* Requires sitting in office chair and typing on keyboard for periods of up to two hours without a break.
* Ability to communicate effectively verbally, in writing, and over the telephone.
* Occasionally requires bending and lifting/transporting of moderately heavy objects up to 30 pounds.
* Dexterity of hands and fingers to operate a computer keyboard, mouse, and power tools and to handle other computer components.
* General vision, hearing, speech, walking, and standing required. Turning, twisting, kneeling, and bending performed.
* Requires alertness to respond to audio and visual cues from the environment, including computers, calculators, telephone systems. and other staff members.
* Occasionally requires visits to active construction sites, including walking on uneven surfaces and exposure to weather.

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Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986 and reference checks.

All information collected is for recruitment purpose only.