**Primary Purpose:**

Responsible for project management for engineering design for roadways, sewers, drainage, and water facilities. Prepare drainage, basis of design, and other related engineering reports. Performs advanced technical, professional, and full performance administrative and supervisory level work. Assists senior management with the company’s current and long-range engineering functions, including preparation, review, and presentation of engineering plans, specifications, and opinions of probable construction costs.

**Essential Duties/Functions:**

* Coordinates and reviews the work of licensed and non-licensed engineers, engineering technicians; estimates effort, workforce needs and schedules; and assigns work to meet completion date.
* Plans, schedules, conducts, or 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 and innovative engineering practices, including complex features such as conflicting design requirements, unsuitability of conventional materials, and difficult coordination requirements.
* Prepares plans, specifications, opinions of probable construction costs, and contract documents.
* Ensures that all program management contract deliverables are tracked and submitted on time throughout the life of the contract.
* Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields.
* Makes decisions on engineering problems and methods to resolve important questions and to plan and coordinate work
* Represents the firm at conferences, including making presentations.
* Uses advanced 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.
* Performs supervision and guidance related largely to overall objectives, critical issues, new concepts, and policy matters.
* Ensures project compliance with applicable codes.
* Confers with clients, engineering personnel, architects, and manages 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 planning meetings with clients including acting as client liaison or agent with regulatory agencies.
* 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.
* Various contract deliverables: statement of work, opinions of probable construction costs, work breakdown structure, plans, specifications, Federal Acquisition Regulation, Quality Assurance/Quality Control, etc.

*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 and non-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.
* Maintain security clearance.

*Education/Training:*

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

*Experience:*

* 10+ years registered professional engineering experience (private and public works projects and administrative engineering).
* Business development and design standards experience with federal, state, and municipal agencies and utilities.
* Engaged in lifelong learning to maintain knowledge of contemporary civil engineering practices and 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.) MicroSoft Projects

**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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Belt Collins Hawaii is an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran.

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.