

Westcott & Mapes, Inc.
Job Description

JOB TITLE: Project Manager (Engineering)

SUMMARY:

Full-time position with Connecticut's oldest civil engineering corporation. Forty-hour work week with health, retirement, and other benefits. Must be a reliable and experienced individual who can work independently and is capable of performing and overseeing all aspects of site/civil design work. Must hold, or be able to obtain within 6 months of employment, a Connecticut Professional Engineer's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Determine project budgets, establish schedules, and prepare proposals. Provide liaison with clients, contractors and other professionals. Identify potential sources of new projects with existing and new clients
- Oversee the preparation and ensure the quality of site/civil engineering design plans, stormwater management plans, roadway design, site and sanitary sewer design, construction specifications, and engineering studies. Coordinate and perform site investigations. Oversee and advise technicians and engineers in the preparation of engineering plans and reports.
- Oversee and perform construction cost estimates, shop drawing review, construction inspection, and construction contract administration.
- Oversee and prepare submissions for state and municipal permitting to include planning and zoning, inland wetlands, and DEEP. Attend and participate in state/municipal meetings.

EDUCATION and/or EXPERIENCE:

Minimum Bachelor of Science degree. Minimum 10 years site/civil engineering experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Connecticut Professional Engineer

SKILLS and ABILITIES:

Able to manage professional staff. Able to oversee the preparation of engineering plans using Autodesk Civil 3D, the performance of stormwater drainage calculations, and the preparation of engineering reports, specifications, and correspondence. General familiarity with Microsoft Office.

BENEFITS:

401(k) with employer match, health Insurance, HSA, long-term disability and life insurance, paid vacation and sick/personal days, professional dues and licenses, education refund.