



## Job Description

**Job Title:** Engineering Project Manager - Beaverton Private Development

**Summary:** Manages resources and staff to engineer projects at all levels; including contracts, budgets, preliminary and final design, preparation of bid and construction documents, invoices, project profitability and engineering assistance during construction.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Communicate diplomatically and effectively with others including staff, clients and partners.
2. Manage projects (client communications, budget, scope, and efficient schedule) in order to be profitable.
3. Possess ability to create an entire bid/construction package.
4. Build and manage teams.
5. Compute calculations.
6. Continuously work with staff to help them learn and build skills.
7. Use or have extensive knowledge of Civil3D, Microstation, OpenRoads, Bluebeam and other design software as needed.
8. Continue education through seminars, classes and additional readings.
9. Work on marketing and getting clients when there are opportunities.
10. Use and promote Emerio's QA program and help to provide periodic enhancements, and staff education.
11. Manage contracts up to \$1 million.
12. Participate and represent Emerio Design in professional organizations and at functions.
13. Perform other related duties as needed and assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** Bachelor's degree from a four-year college or university and 10 years of related experience; or equivalent combination of education and experience. Six years of experience managing project teams preparing bid and construction documents preferred.

**Language Ability:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual must have knowledge of Microsoft Office; spreadsheet software; design software (i.e. Civil3D and/or MicroStation, OpenRoads, and Bluebeam); project management software (i.e. MS Project), network drives, email, internet browsers, and management systems as dictated by project requirements.

**Certificates and Licenses:** Valid Driver's License required; must possess a professional engineering license certified by the State of Oregon and must be in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.