



Engineering Manager

Department: Engineering

Job Title: Engineering Manager **JOB CODE:** Ex

Job Number: 02 **Reports To:** COO

JOB PURPOSE: The purpose of this position is to lead the engineering team, providing guidance, oversight, constructive feedback, and advice to team members around projects, processes, research and procedures. Organize and provide engineering services activities associated with project origination and project execution successfully guiding the engineering services initiative from development into execution. Provide leadership and build team atmosphere and approach to daily activities.

PROCORP EXPECTATION OF EMPLOYEE

- Adheres to Procorp Policy and Procedures
- Acts as a role model within and outside the Procorp
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about Department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Consistently reports to work on time prepared to perform duties of the position
- Meets Department productivity standards

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide advice and expertise to the sales team in the developmental stages of a project
- Review of all projects
- Assign projects and tasks to team members
- Coordinate activities within the department and with other departments
- Promote team environment among engineers as well as other departments
- Oversee work product and output of team members
- Work with management team and Chief Operating Officer to continually improve and update processes and procedures
- Provide technical expertise to the research and development area
- Manage the engineering team through regular, formal and informal feedback
- Provide QA/QC for all work product
- Provide project and process bids, costs and information for proposals
- Provide leadership to the engineering team and the organization
- Participate in strategic planning for the engineering team and the company as a whole
- Build an effective efficient team atmosphere where individuals are allowed to maximize the use of their talents for the benefit of the organization
- Maintain project quality and gross project profit margin (min 30%)
- Utilize and develop required use of integrated process manager and simulation software tools.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Accomplish all tasks as appropriate.

QUALIFICATIONS

- **EXPERIENCE, EDUCATION and LICENSURE**
 - Bachelors degree in engineering or related science
 - 15+ years of experience including project management experience in engineering and construction in the water utility business
 - Experience in dealing with water, wastewater, municipalities, engineering and construction firms
 - Professional Engineering Registration desirable
 - Proven ability to work within a dynamic team environment and ability to effectively lead in a team environment a must



- Ability to travel to and maneuver around client work sites
- Use of typical office equipment and machines

- **LANGUAGE SKILLS**
- **MATHEMATICAL SKILLS**
- **REASONING ABILITY**

WORK ENVIRONMENT

Work environment characteristics 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 exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

Lifting of up to 50lbs.