

EPS Group seeks to add an experienced full-time **Civil Engineering Senior Project Manager** focused on Commercial Development to support our Land Development Group. This position reports directly to the Department Manager and **must have civil engineering experience**. Our team offers a collaborative, energetic environment that focuses on commercial office/industrial, education, healthcare/senior living, campus design, parks, streetscapes, and community markets.

COMPANY

Founded in 2003, EPS Group is a full-service consulting firm offering a broad range of land development, design and infrastructure solutions to both **public** and **private** clients. Dedicated first and foremost to exceeding expectations, the depth of our experience provides clients with a proven, results-driven approach from concept through to construction, regardless of project size or complexity.

As a trusted partner for our clients, EPS Group has had a lasting impact on the local landscape. From major public works to private development projects, our legacy of quality work and ever-expanding clientele is evidence of our commitment to quality and customer satisfaction.

EPS Group's multi-disciplinary approach provides comprehensive solutions that benefit our clients and creates opportunities for our communities to thrive. We offer all services in-house including:

- Transportation
- Land Development
- Survey/Geospatial
- Planning
- Landscape Architecture
- Municipal Engineering
- Water Resources/Drainage
- Construction Management

Responsibilities:

- Manages project objectives by collaborating with client and management; developing project proposals.
- Ensures contractual relationships with the client by negotiating and obtaining signed contract prior to commencing work.
- Establishes project plan by determining timeframes, budgets, staffing, and project schedule.
- Organizes project team by assembling and directing team members, assigning responsibilities, and negotiating and contracting with approved subconsultants.
- Establishes and achieves financial objectives by maintaining project budget and schedule, approving expenditures, analyzing variance (e.g. scope creep),

negotiating changes in scope/contract, invoicing and collecting payment, initiating corrective actions, and reporting results to management.

- Controls project by directing and approving changes in design, specifications, budget, and schedule consistent with project objectives.
- Approves work product by analyzing design, client requirements, and performance standards.
- Ensures project quality and firm reputation by implementing and monitoring use of standards and establishing guidelines for all team members.
- Determines project status by collecting, analyzing, and summarizing information and trends, and intervening, as needed, to assure project objectives.
- Promotes internal communication by sharing information and encouraging dialogue within project teams, across market sectors, and through organizations.
- Fosters relationship with clients by keeping the client informed and responding to concerns in a timely manner.
- Develops future business by providing support and presentations, following up on outstanding proposals, and proactively building and maintain relationships with current and future clients.
- Ensures project team performance by coaching, counseling, and mentoring team members; planning, monitoring, and appraising job results; and communicating with team members and management.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional and market segment publications, establishing personal networks, and participating in applicable professional societies and trade associations.
- Maintains project file by collecting and organizing project materials.
- Achieves performance objectives by meeting or exceeding designated chargeability, invoicing ratio, individual revenue goals, collecting accounts receivables, work in process, hours worked, dollar value of proposals written, and business development hours.
- Prepares engineering documents and computations by utilizing EPS Group's standards, analyzing project information, writing reports, reviewing project survey data, utilizing computer and related engineering software packages, attending meetings with project teams, and effectively communicating with clients, municipalities, and various agencies.
- Prepare drawings and construction documents by directing project team; recommending and implementing design changes; modifying plans as reviewed by agencies, municipalities, and clients.
- Provides construction-related services by reviewing permit applications, quantity and cost estimates, and resolving construction issues.

Candidates should have 10+ years of experience within the private development industry, along with the following:

- Bachelors in engineering is required.
- Possesses an Arizona Professional Engineer's License
- Proven proficiency in AutoCAD 2018.

- Possess strong leadership, design, communication and organizational skills with the ability to work in a fast-paced collaborative environment, with the aptitude to multi-task and meet deadlines.
- A strategic thinker with excellent problem-solving abilities.
- Analytical and detail-oriented.
- Proficient in Microsoft Office, with advanced Excel skills.

PERSONALITY & CULTURAL FIT

- Self-motivated, enthusiastic, team-player
- Desire to work in a cooperative vs. competitive environment
- Ability and willingness to help and teach others
- Exhibit persistence and follow-through on commitments and deadlines
- Flexibility and versatility
 - Willingness to work overtime hours when necessary
 - Respond well to frequently changing demands or priorities
- Ability to find and overcome challenges and obstacles
- Capable of working independently as well as with others
 - Able to work with minimal direction from others
 - Able to recognize priorities and act on them effectively
 - Ability to work in a team environment
- Display the desire to improve processes in job, group, and overall company
- Integrity
 - Demonstrate professionalism and trustworthiness
 - Display ethical behavior and honesty throughout personal and professional life
- Focus on achievement
 - Demonstrate a strong drive for results
 - Possess high standards for self and others

Please **include your resume** with your application.

EPS Group is an equal opportunity employer and offers a competitive salary and bonus program, a wide range of benefits including 401 (k) with employer match, advancement potential, and the opportunity to become an integral part of a highly respected firm.