



## Project Manager I

**Positions: 1**

**Location: Raleigh/Durham, NC**

**Department: 276- Raleigh Office**

**Category: Site Development**

**Employment Status: Full Time (40 hrs per week)**

**Compensation: Salary- Exempt Plus Benefits**

### **Duties and Responsibilities:**

**Essential Duties and Responsibilities** of a successful candidate include but are not limited to:

- Design portions of a project using relevant office software, modeling and Civil 3D technology.
- Complete calculations using engineering formulas and skills and/or utilizes computers to solve problems.
- Prepare specifications materials through the use of research and manufacturing catalogs to specify materials, installation, inspection and payment of items specific to a project.
- Work to complete design details and plan sets.
- Perform research and writes objective summary reports which are used in the completion of the project work or inspection.
- Assist in the preparation of engineering and construction cost estimates.
- Complete field observation, inspection and data collection duties as directed by senior engineering staff.
- Communicate with client staff and internal design team as directed by senior engineering staff.

**Skills/Requirements** of a successful candidate include but are not limited to:

- A bachelors or master's degree in civil engineering with equivalent work experience and professional registration (P.E.) in North Carolina, and/or one or more states in which JC Waller & Associates, PC conducts business.
- 6 -10 years of experience in civil engineering related to land development or infrastructure markets
- Proven experience in client management and relationships building.
- Demonstrate the ability to manage the schedule and budget for multiple projects at the same time.
- Design projects with civil 3D software.
- Has the ability to utilize office support software to perform the essential functions of the position.
- Has an understanding of contract acquisition in the North Carolina region.
- Has ability to market the company services and supervise of the technical work of others.
- Must possess a valid driver's license and be able to operate a motor vehicle.

The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We are looking for high energy, creative, flexible, patient, self-starters who are willing to work at a dynamic pace. Candidates must share a commitment to our company's Vision, Mission and Shared Values.

**EEOC Statement** JC Waller & Associates provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability or military or veteran status in accordance with applicable federal laws.