



CIVIL ENGINEERING PROJECT MANAGER

Coastal Engineering Co., Inc. is seeking a Civil Engineering Project Manager to provide project management, engineering, and environmental permitting services including consultations with clients; determination of appropriate project scope and budget; preparation and/or oversight of the preparation of project deliverables.

Job duties include:

- Perform project management duties including client relations, scope evaluation, proposal writing, and project cost estimating.
- Establish project budgets and monitor cost of projects.
- Design, manage, and contribute to field data analysis, environmental regulatory review, and engineering tasks.
- Conduct site investigations and inspections; prepare and edit technical reports and feasibility studies.
- Review project results, documents, and field data collection to verify accuracy and completeness in content and approach.
- Prepare engineering designs and oversee the preparation of plans for various projects.
- Prepare inspection reports and/or letters.
- Prepare and oversee the preparation of permitting applications.
- Prepare and oversee the preparation of construction bid documents.
- Perform construction administration services including construction site observations, preparation of field reports, submittal reviews, and engineering field work.
- Provide representation at meetings and regulatory hearings.
- Assist with marketing strategies to expand company's market position.
- Report on status of projects, proposals, and marketing efforts to company management.
- Other duties as appropriate.

Qualifications:

- Bachelor of Science in Civil Engineering Degree
- Minimum 5 years of experience and Massachusetts registration; or Massachusetts Registered Sanitarian and 5+ years experience in preparation of sewage disposal system plans.
- Proficiency in preparing civil engineering plans using AutoCAD Civil 3D or higher.

Contact:

Please e-mail your resume to Suzanne Sullivan at sullivan@coastalengineeringcompany.com