



## PROJECT MANAGER

### CIVIL ENGINEERING DIVISION

#### Company Description:

Coastal Engineering Company, Inc. is an employee-owned, multi-discipline consulting firm supporting smart growth. We combine engineering expertise, regulatory understanding, and sustainable building practices to create economically feasible and environmentally responsible designs. Every day, we challenge ourselves, striving to meet and exceed the expectations of our clients and partners. Our mission is simple: To provide solutions for the benefit of our clients and community. We achieve this by fostering a supportive and dynamic working environment for our employees to learn and grow while engaging on inspiring and challenging projects. At Coastal, you can drive your own career growth. If you are a talented, creative, and goal-oriented individual with an interest in making a positive impact, we would love to hear from you!

#### Position Description:

Our Civil Engineering Division has an immediate opening for a self-motivated Project Manager to join our team. In this role, you will be responsible for providing project management, engineering design, and environmental permitting for civil engineering projects including, but not limited to, residential, commercial, industrial, and municipal.

As a **Project Manager**, your responsibilities will involve performing a variety of in-office and field tasks associated with civil engineering projects obtained by the company. Duties would include, but not limited to, the following:

- Manage projects with varying levels of complexity and size, including interpreting, organizing, executing, and coordinating assignments.
- Develop and manage project plans, schedules, and budgets, prepare progress reports.
- Guide and oversee support staff in preparation of deliverables.
- Provide peer review.
- Prepare various plans for residential and non-residential properties.
- Design of stormwater and sanitary sewage treatment and disposal systems for residential and non-residential properties.
- Perform soil testing for stormwater and sanitary sewage treatment and disposal system design.
- Inspect stormwater and sanitary sewage treatment and disposal system installations.
- Inspect existing subsurface sewage disposal systems for real estate transfers and/or as required for compliance with Massachusetts Department of Environmental Protection regulations.
- Prepare proposals, contracts, inspection reports, and letters.

- Prepare for and represent at regulatory hearings, project meetings, community outreach and interviews.
- Manage client consultations and exceed expectations.
- Positively contribute to company culture and participate in ongoing learning and training opportunities.
- Other duties as appropriate.

**Qualifications:**

- Bachelor of Science in Civil Engineering from an accredited program, with minimum of 8 years of experience.
- Licensed registered Professional Engineer in Massachusetts or ability to obtain registration within 12 months of date of hire.
- Proficiency in preparing civil engineering plans using AutoCAD Civil 3D or higher.
- Exceptional written and verbal communication skills to meet technical reporting requirements.
- Ability to communicate and develop working relationships with staff, clients, and other professionals.
- A motivated team player with a positive attitude looking to grow and further their career.
- Valid driver's license.

**Work Environment and Physical Demands: Hybrid option**

Approximately 75% of work is performed in an office setting, approximately 10% in on-site client or regulatory agency meetings and approximately 15% in field work including occasional heavy lifting and climbing into and out of excavations associated with inspections.

**Benefits:**

We offer a competitive compensation package that includes a transparent bonus program, health, dental, disability, and life insurance, 401k with employer contribution, a generous holiday and paid time off package, and growth opportunities as we continue to scale.

*Coastal Engineering Company, Inc. is committed to providing an equitable, diverse, and inclusive workplace and is an EO/AA/Veterans/Disabled employer. All qualified applicants, including individuals with disabilities and veterans, are encouraged to apply.*

*Coastal Engineering Company, Inc. participates in the E-Verify employment authorization program.*

**Contact:**

Please e-mail your resume to Amy Dwyer at [adwyer@coastalengineeringcompany.com](mailto:adwyer@coastalengineeringcompany.com)

