



Date: February 12, 2025
Job Title: Civil Structural Department Manager
Reports To: General Manager
FLSA Status: Exempt

Summary: Assists in the planning of all aspects of engineering activities and resource requirements within the department. Ensures all department activities, initiatives, and processes are in conformance with organization's established policies and objectives. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others.

Position requires thorough knowledge of civil/structural design and engineering. Responsible to plan and conduct independent work requiring judgment in the evaluation, selection, application and adaptation of engineering techniques, procedures and criteria. Devise new approaches to problems, and prepare or modify drawings, specifications, calculations, charts and graphs, and monitor work for compliance to applicable codes, accepted engineering practices and Company standards.

Essential Management Functions:

Responsibilities will include but not be limited to the following:

- Determines work procedures, prepares work schedules and expedites workflow.
- Issues written and oral instructions.
- Assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Responsible for the development of department scopes of work and cost estimates for all project proposals.
- Responsible for the successful completion of appropriate and defined engineering deliverables within the allowable project budget.
- Develop resource requirements to maintain appropriate staffing levels and competencies as well as addressing staff training needs and requirements.

Essential Technical Functions:

Responsibilities will include but not be limited to the following:

- Perform structural design and analysis calculations using governing codes and standards, engineering formulas, skills, and experience.
- Layout and details portions of projects using schematic layout by project lead engineer. May be assigned responsibility for schematic or conceptual layouts for small projects.
- Prepare engineering sketches to Designers/Drafters.
- Research design options and document findings for project lead engineer.
- Review shop drawings.
- May serve as Project Manager and as the designated Client contact on single-discipline projects.
- Develop probable construction cost estimates for his/her projects within the department.
- Direct and supervise Designers and Drafters activities.
- Coordinate work with process, piping, electrical, and automation disciplines.
- Handle routine contract administration.
- Use AutoCAD and CADWorx Structure to prepare engineering design documents.
- Attend and participate in internal meetings and Client meetings.
- Perform field activities to observe and record existing conditions, take and verify measurements within project area.
- Organize, draft, and coordinate technical specifications and engineering reports.



ENGINEERS

Education and Experience Requirements:

- Requires a bachelor's degree in engineering from an accredited college and 10 years of experience.
- Demonstrates expertise in a variety of the engineering concepts, practices, and procedures.
- Previous experience in a managerial or project/discipline lead position directing the work of others.
- General computer proficiency.
- Must possess a valid driver's license and credit card with the ability to travel as needed.
- Professional Engineer (PE) license is required.
- Possesses excellent leadership, organizational, and interpersonal skills.
- Has a working knowledge of general engineering and design principles.
- Ability to work in a team environment for project collaboration.
- Ability to successfully pass government security checks.
- A wide degree of creativity and latitude is expected.

Work Environmental & Physical Demands:

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Overtime may be necessary as workload dictates. This may include weekdays, weekends and/or holidays.
- Job will generally be performed in an office environment but may require travel to visit a client office, production facility, or industrial/construction job site.
- May be assigned to work at a client's office, facility, or construction site for an extended period of time. Conditions will vary at each location, but the conditions listed above will generally apply.