



Project Manager

Summary: This position reports to the Director level project manager and will perform project manager related tasks under the Director's supervision. The primary focus would be design projects related to municipal road design and university/higher education site design. Specific duties include meeting with clients with the director, preparing proposals, tracking project budgets, lead the design team effort, working closely with project engineers to develop the design, coordinate with other internal departments and sub-consultants, attending public meetings as needed, invoice clients, manage the public bid process, coordinate with contractors and internal inspectors and communicate progress with the director and clients.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

Project/ Practice Management

- Creates, executes, and revises project work plans as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies our methodology and enforces project standards.
- Ensures QA/QC procedures are followed.
- Minimizes our exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.

Project Accounting

- Ensures project is set up in Vision with adequate information on contract, client contact, terms, etc.
- Tracks and reports team hours and expenses on a weekly basis.
- Manages project budget and reports project results to management as directed.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
- Follows up with clients, when necessary, regarding unpaid invoices.
- Analyzes project profitability, revenue, margins, bill rates and utilization on an ongoing basis but no less than monthly and at project completion.

Financial Management

- Understands basic revenue models, P/L, and cost-to-completion projections and makes decisions accordingly.
- Understands our pricing model and billing procedures.
- Accurately forecasts revenue, profitability, margins, bill rates and utilization.
- Assures project legal documents are completed and signed.
- Manages project scope and modifies pricing and agreements, as applicable due to scope changes.

Communication

- Facilitates team and client meetings effectively.
- Holds regular status meetings with project team.
- Keeps project team well informed of changes within the organization and general corporate news.
- Effectively communicates relevant project information to superiors.
- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

Qualification/Requirements:

- BS in Civil Engineering or similar field of study preferred.
- 5+ years experience in project management
- Experience with AutoCAD Civil 3D is a must.
- Microstation, Geopak, GIS experience is preferred.

- Demonstrated experience in people management.
- Strong written and oral communications.

Benefits:

- 100% Employer Paid Medical and Prescription Coverage with a choice of plans
- 401K Plan
- Employer-Paid Short And Long-Term Disability
- Employer Paid Life Insurance
- Flexible Spending Accounts
- Wellness Program Including On-Site Health Screenings
- Paid Time Off Program (including Vacation, Jury Duty & Bereavement)
- Employee Tuition Program
- Dependent Tuition Program
- Professional Development Opportunities
- Volunteer Paid Time Off
- Flexible Working Schedules
- Paid Gym Membership

To Apply:

Please send resume to hr@banningengineering.com or 853 Columbia Road, STE 101, Plainfield, IN 46168.