Submit resume to or contact Joe Dice jdice@cecinc.com [www.cecinc.com](http://www.cecinc.com)

**As a Survey Project Manager** for Civil & Environmental Consultants, Inc. (CEC) for our **Monroeville, PA location**, you'll work directly with our Survey Practice Lead and existing office and field teams providing technical oversight, mentoring and project management. In this role, you'll have the opportunity to expand the group as well as expand its client base and capabilities.

General Characteristics

This position requires comprehensive knowledge of engineering / geological / hydrogeologic / land surveying or environmental science principles and practices in defined areas of assignments and related fields. A Project Manager selects design methodologies to be implemented by members of a project team in the solution of technical problems. A Project Manager is required to represent the organization in conferences and meetings, and to plan and coordinate work. This position requires knowledge of advanced technical methodologies and practices of the field and related disciplines. A Project Manager requires sufficient technical and professional management experience to demonstrate competence as an overall project team manager and leader for small to medium sized and moderately complex projects. The knowledge and expertise required for this position is attained from progressive experience.

Responsibilities

* Technical Development
* Project Management
* Staff Development
* Client and Business Development
* Supervision
* May perform survey / geospatial fieldwork occasionally

A Project Manager is responsible to assist in the professional growth and development of the technical staff working under their direction. This assistance typically involves:

* Guidance to technical staff on quality control and loss prevention issues;
* Mentoring of Assistant Project Managers, particularly with respect to introducing them to client development and management, and business development networking; and
* Completion of staff performance evaluations and goal setting.

In a client and business development capacity, a Project Manager, in coordination with the firm's senior management and Principals, makes determinations of prospective clients and participates in client relations and business development activities. A Project Manager is introduced to and participates in management and marketing functions within the organization.

**Qualifications**

* Bachelor's Degree is a plus;
* 5-10 years of professional surveying experience;
* **Professional Land Surveyor registration (PLS) is desirable;**
* Knowledge of technological advances, principles, techniques and practices of land surveying;
* Experience with survey project management; including preparation of proposals, tracking project budgets, and billing review;
* Ability to speak and write professionally;
* Ability to provide guidance and mentoring to staff in the survey practice; and
* Ability to assist in growth of survey practice using marketing and networking techniques.

**About Us**

**Civil & Environmental Consultants, Inc. (CEC) is consistently ranked as an Engineering News-Record Top 200 Design Firm, offering *big firm opportunities* with a*small firm culture*.**  Not only will we help you develop professionally, but we will also provide you with the opportunity to become an owner of the firm and share in our success.  You will work on diverse projects while providing high quality service to our clients.

In addition to offering company stock at all levels, we provide a matching 401(k), profit sharing, a performance bonus for all employees, medical dental and vision insurance, short and long term disability and tuition assistance.  Join our team where your contribution matters.

CEC is an equal opportunity and affirmative action employer. We do not discriminate in recruiting, hiring or promotion based on race, color, religion, sex (including sexual orientation, gender identity or expression, transgender status), national origin, age, disability, protected veteran status or any other basis or characteristic prohibited by applicable federal, state, or local law.