



Reece & Associates, inc.

Reece & Associates, inc. is a civil engineering firm in Albany, Oregon, providing land use planning, civil engineering, consulting, design, and project management services to municipal, commercial, and residential project clients throughout Western Oregon.

We are looking for a civil project manager to expand our staff capacity. This full-time position is a great career opportunity for an experienced, qualified professional who can guide a site development project from conception to completion.

Responsibilities

- Manage small to large-scale site development projects in a safe, timely and sustainable manner.
- Organize meetings with clients to understand the development objectives, evaluate pathways to approval, organize a scope of work and schedule, and prepare service agreements.
- Lead design and consultant teams, monitor their progress, and ensure timely and accurate completion of work.
- Work individually and as a member of the design team to research codes and standards to become proficient in guiding the preparation of conceptual plans and design development, manage documentation for permits and land use approvals, represent the client in various settings, and monitor construction and project close out for compliance with permit requirements.
- Track the progress of assigned projects, for the timely preparation and submittal of all project documents, and for regular client updates.
- Assist the Engineer with itemized Engineer's Opinion of Probable Cost, based on current construction and material costs.
- Conduct on-site investigations and analyze data such as maps, reports, tests, drawings, and other resources.
- Carry out technical and feasibility studies and draft design plans that satisfy technical specifications.
- Assess potential risks, materials, and costs.
- Provide advice and resolve creatively any emerging problems/deficiencies.
- Oversee and mentor staff and liaise with a variety of stakeholders.
- Monitor progress and compile reports in project status.

Qualifications

- You bring at least four years' progressively responsible and diverse experience in design and development of civil site development projects. Typically, you would have worked as a project manager, land use planner, or civil engineer for a private consultant or for a public agency, closely related to land development and/or management. Other work experience may be considered that demonstrates your proficiency in the roles expected of this position.
- Professional certification such as PE or AICP is preferred but is not mandatory.
- BS/MA in Civil Engineering, Construction Engineering Management, or relevant professional experience is required.
- Proficient in site layout design criteria, grading, utility design, erosion control, and regulatory approvals.
- Proficient in the MS Office suite of programs.
- Experience with visualizations software such as AutoCAD Civil 3D is preferred.
- Work independently and in a team setting and lead professional and technical team members.
- Project management and supervision skills are required.
- Strong communication and interpersonal skills are required.

Compensation and Benefits:

- Project Manager's salary is commensurate with experience. Entry salary is estimated at \$75,000 to \$90,000 annually, based on pertinent experience. Salary is additionally negotiable based on applicant holding current Professional Certification.
- Benefits will include, medical insurance, dental insurance, disability insurance, life insurance, paid time off, retirement plan, and vision insurance.

If interested, please email your resume and professional experience to:

Kimberly Riccitelli

Business Manager

Reece & Associates, inc.

kim@r-aengineering.com

