

PROJECT MANAGER

RT 66 ENGINEERING NON-NEGOTIABLES

- High Integrity Individual
- Accountable
- Customer Focused
- Deadline focused
- Action Oriented
- Team Player
- Self-Motivated

POSITION DESCRIPTION

- Job Title: Project Manager
- Locations: Sapulpa, OK, Fayetteville, AR, Oklahoma City, OK
- Job Type: Full Time
- Reports To: Chief Operations Officer
- Experience Level: 5-10 Years

POSITION SUMMARY

The Project Manager at Route 66 Engineering is responsible for coordinating and managing civil engineering projects from concept through completion. This includes overseeing internal teams, maintaining client relationships, and ensuring that project scope, schedule, and budget are achieved. The Project Manager works closely with senior leadership and technical staff to deliver high-quality site development and infrastructure projects. This role is ideal for a professional ready to take full ownership of project execution in a collaborative, fast-paced environment.

RESPONSIBILITIES

- Manage day-to-day project activities including planning, scheduling, and budget tracking
- Coordinate with engineers, designers, surveyors, and subconsultants to ensure timely and accurate project deliverables
- Communicate regularly with clients, agencies, and internal teams to keep projects on track and resolve issues
- Develop and monitor project scopes, timelines, work plans, and resource needs
- Review and provide input on civil design documents including site layout, grading, drainage, utility, and roadway plans
- Support the preparation of technical reports, permit packages, and construction documentation
- Monitor quality control throughout the project lifecycle to ensure compliance with industry and company standards
- Help identify project risks and propose mitigation strategies
- Lead internal project meetings and contribute to client presentations when required
- Maintain accurate project documentation and assist with invoicing and reporting
- Participate in proposal development and assist with scope and fee estimates
- Support junior staff with technical guidance and task delegation as needed
- Conduct occasional site visits for field verification or construction coordination

QUALIFICATIONS

- Bachelor's degree in Civil Engineering or related field
- 5–10 years of project management experience
- Experience delivering site development, roadway, utility, or municipal infrastructure projects
- Familiarity with local design standards and permitting processes; City of Tulsa experience is a plus
- Proficient in Microsoft Office and project management tools
- Experience with AutoCAD Civil 3D a plus
- Understanding of typical plan production workflows
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work collaboratively and manage multiple project priorities

JOB-SPECIFIC SKILLS AND KNOWLEDGE

- Proven ability to manage project scope, schedule, and budget
- Strong communication skills with ability to coordinate between technical teams and clients
- Knowledge of design and permitting requirements for civil site and infrastructure projects
- Proficiency reviewing construction documents and providing technical direction
- Ability to anticipate and address design or coordination issues early
- Comfortable delegating tasks and reviewing work from team members
- Willingness to grow into larger project or client responsibilities
- Ability to travel locally or regionally for meetings, field work, or construction coordination

MENTAL, EMOTIONAL, PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the ability to work extended hours when project deadlines demand. Must be able to routinely perform work on computer for an average of 6-8 hours per day. Reliable attendance and punctuality are essential. The successful candidate must be capable of performing job functions independently with minimal supervision and must be able to maintain composure and productivity under deadline pressure. Occasional travel and site visits may be required, including exposure to outdoor conditions and active construction environments.

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